

# **Air Cadet Publication (ACP) 20**



## **Personnel Regulations**

## Amendment Sheet

Date	Amendment	Amended by	Version no
Jan 20	Change to probation conditions – PIs 201, 301 and 401. Introduction of PIs 120, 121 and 206. Changes to PI 102 on residency and PI 103 regarding security vetting levels. Changes to PI 104 regarding D&I.	ACOS Support	11.00
May 20	Addition of Annex A to PI 601. Revised Flowcharts at PI 206. PI 106 Casualty Procedures – new issue.	ACOS Support	12.00
Sep 20	Issue of PI 104 Annex D and Appendices – Non-Binary and Transgender Guidance. Changes to PIs 117-119 with additional Annexes. Addition of Annex B to PI 103.	ACOS Support	13.00
Jun 21	Introduction of CGIs to VGS/AGS. Annex C to PI 104 re-issued. ATF name change to the RAFAC Training Academy. PI 304 SNCO Promotions. Notification of the RAFAC Identifier.	ACOS Support	14.00
May 22	Changes to PIs 201, 203, 303, 401, 403 and 403. RAFAC TA name change to the RAFAC Command & Leadership School.	SO2 Pers	15.00
Sep 22	Changes to HQ Establishments of HQ RAFAC Influence Team (MC) and Astra posts. Title change of ARCs. New PI 114 – CFAV Code of Conduct. Amendment to Alcohol and Smoking policies – PIs renumbered to 123 and 124. Gender specific terms removed. Changes to PIs 203, 303 and 403 for 2FTS requirements. Change to PI 401 regarding Reg Civ Com and amendment to security requirements in Annex B to PI 103. Revision of medical requirements in PIs 201 and 301.	SO2 Pers	16.00
Sep 22	Deletion of PI 104, supporting annexes and appendix. PI 104 superseded by ACP 15.	DCOS Spt	17.00
Jun 23	Amendment to dates of appointment for CI/CGIs and Chaplains through JOIN. Revised PI 123 Alcohol Policy.	DCOS Spt	18.00
Jun 23	Changes in PIs 110, 201, 203, 301, 303, 401 regarding over 65 yrs. Revised PF 1-10 also issued.	DCOS Spt	19.00
9 Nov 23	Changes to PIs 117, 118 and 121.	DCOS Spt	20.00
6 Dec 23	Changes to PI 111.	DCOS Spt	21.00
15 Mar 24	<p>Removal and re-publication of PI 101 in ACP 19.</p> <p>OIC and SSIC terminology replaced with CIC.</p> <p>Non-effective pool terminology replaced with ELA.</p> <p>Update of terminology in PI 107.</p> <p>RAFAC Identifier Update.</p> <p>PI 201 - Removal of Commission Register direction and update of Commissioned Status of Civil Service Paragraphs.</p> <p>PI 201 and 301: Alignment of policy on candidates with previous volunteering experience.</p> <p>PI 201, 301 and 401: Reordering of probation, Rank on Entry &amp; Promotion Timelines paragraphs and changes to External Activities &amp; Waiver paragraphs.</p> <p>Addition of Section 7 – Recruitment, Appointment and Administrative Support of Established Adult Volunteer Positions</p>	DCOS Spt	22.00

20 Mar 23	Removal of RAFVR(T)/6FTS/AEF policy references in PI 201,204,205,401 and 701	DCOS Spt	23.00
28 Aug 24	Introduction of O18 policy changes. Removal of Safeguarding narrative; replaced by ACP 004	DCOS Spt	24.00
03 Oct 24	Update of Maternity Policy at PI 107 to align with ACP 005 Pt 2 Sec 27. Further refinement of O18 policy. Removal of Casework PIs following publication of ACP 25.	DCOS Spt	25.00
18 Oct 24	Addition of for Service Instructor (SI) read Service Helper iaw JSP 814	DCOS Spt	26.00

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Recruitment, Appointment and Administrative Support of  
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## Chapter 1 – Introduction

### Personnel Instruction No 102

#### Nationality and Residency Rules for all Cadet Force Adult Volunteers (CFAV) within the RAF Air Cadets (RAFAC)

Reference:

- A. JSP 440.
- B. ACP 20 PI 103.

#### Nationality rules

1. Nationality rules are separate from those relating to a candidate's residency; candidates must satisfy both sets of conditions for entry to the RAFAC. There are no specific nationality requirements for CFAV as long as the applicant has leave to remain (or settle) in the United Kingdom, is eligible to undertake work in the UK and meets the RAF security vetting requirements. Applicants should have resided in the United Kingdom for a minimum of three years, immediately preceding their application.
2. All nationalities are welcome within RAFAC, as both CFAV and Cadets, providing they meet the appropriate mandated vetting procedures when required. This means RAFAC can deliver associated activities at a local level irrespective of nationality. However, due to differing risk appetites at main military operating bases, it is important that early engagement with Station Air Cadet Liaison Officers (ACLOs) is carried out, as non-British citizens may not be permitted access to bases/sites, depending on local security requirements. This early engagement should prevent the potential for reputational damage and embarrassment on the day.

#### Residency rules

##### General

3. The residency requirements exist to ensure that valid security checks can be carried out on candidates wishing to join the RAFAC.
4. Residency is a matter separate from that of a candidate's nationality. CFAV candidates for clearance should normally have been resident in the UK for the time periods relevant to the level of security check as described in Reference A. However, in line with Government policy Service Lead Commands are authorised to risk manage their residency requirements for initial entry CFAVs. As such any person applying to join the RAFAC should have resided continuously in the UK immediately before their application for the following periods:
  - a. DBS Checks – 3 years.
  - b. BPSS Checks – 3 years.
  - c. Security Check (SC) – 5 Years UK Residency required. Any SC clearance application where the subject cannot provide 5 years of continuous UK residency immediately prior to the submission of the application is to be referred to PersSy, prior to submission, in order for it to be assessed for suitability for a Residency Waiver to be authorised.

#### Waivers

5. If a candidate does not fulfil the requirements above but has been resident in the UK for over 2 years and is applying for a non-uniformed role on a standalone unit, then advice is to be sought from HQ RAFAC (SO3 People Ops or Sy Team). At this stage it should be clarified whether a DBS check can be completed successfully, if not then a waiver cannot be provided.



## Personnel Instruction No 103

### Baseline Personnel Security Standard (BPSS) and Security Clearance (SC) Checks for RAFAC CFAV and Staff Cadets

#### References:

- A. JSP 440 – Defence Manual of Security.
- B. JSP 814 – Policy and Regulations for Ministry of Defence Sponsored Cadet Forces.
- C. ACP 4 – Chapter 8 – Criminal Records Checks.
- D. GAI 1026 – RAF Support to the RAFAC.

#### Introduction

1. **General.** All potential adult supervisory volunteer staff (Officers, WOs/SNCOs, Civilian Instructors (Cis)/Civilian Gliding Instructors (CGIs) and honorary chaplains (collectively known as CFAVs), applying to join the RAFAC are to have a BPSS and an enhanced criminal records check carried out in accordance with References A - C before they can be permanently appointed.
2. All uniformed CFAV (Officers and non-commissioned ranks), who have been appointed on or after 01 Jan 2020, are required to be cleared to SC for the purposes of ID card issue by UK Security Vetting (UKSV), York. Those uniformed CFAV appointed prior to this date, who did not undergo SC clearance, will be awarded 'grandfather' rights to continue to serve, on the understanding that they will have to complete SC clearance prior to the renewal of their MoD F 90.
3. Those currently serving uniformed CFAV, who do not wish to undergo the SC process prior to the renewal of their MoD F 90, will no longer be able to serve in uniform or be issued with a new MoD F 90; however, would be welcome to continue to serve within the organisation in a non-uniformed role.
4. Personnel in Northern Ireland are subject to separate rules for security checks as laid down by Army Land Command and UKSV.
5. Regular service personnel who support RAFAC activities at local ATC sqns or VGSs will not be required to undergo BPSS procedures but will be required to have a criminal records check carried out to enhanced level in accordance with References C and D.
6. All CFAVs involved in shooting activities, specifically those with unsupervised access to arms and ammunition are also mandated to have completed the SC process in accordance with paragraph 19 below.
7. In the unlikely event that a CFAV fails to achieve the SC or has had it withdrawn, having commenced the process, the individual will have full rights of appeal as outlined by UKSV. Depending on the specific circumstances, the individual may still be able to serve within the organisation in a non-uniformed role but would not be allowed unsupervised access to arms and ammunition or to wear uniform or obtain a MoD F 90.
8. All Staff Cadets are to complete the BPSS process. Due to the age of these individuals, they are unlikely to have built up relevant employment history, so references from the Sqn OC or appropriate education authority can be sought instead.
9. **Honorary chaplains.** In addition to a BPSS and enhanced criminal records check, agreement by the appropriate ecclesiastical authority is required before a prospective squadron honorary chaplain may be appointed in the RAFAC. Prospective squadron honorary chaplains who are full-time RAF chaplains, and who have an extant enhanced criminal records check issued through DBS (Employment Assurance (Disclosures) Section (EADS)), Cheadle Hulme, will not be required to obtain an additional disclosure for working with children in the RAFAC.

10. **Ex-RAF/RAuxAF/RAFVR/staff cadet candidates for adult volunteer service.** A candidate who applies to be appointed as CFAV on leaving the RAF, RAuxAF or RAFVR, or after having served as a staff cadet in the RAFAC<sup>1</sup>, will be required to have a BPSS (and SC if necessary) carried out as part of the appointment procedure. If the candidate already holds an SC, issued by UKSV, an application to transfer the clearance can be made within 12 months, by the vetting sponsor, which will negate the need to undergo the vetting process again.

## **BPSS – Pers Form 1-01**

11. **Introduction.** The BPSS is not a national security clearance but aims to provide an appropriate level of assurance as to the trustworthiness, integrity and probable reliability of prospective adult volunteers and Staff Cadets. As BPSS underpins the whole national security vetting process, it is vital that it is carried out properly and thoroughly. An SC application requires confirmation that a BPSS has been carried out successfully before it can be processed.

12. BPSS is a package of pre-appointment checks designed to give uncontrolled access to, or knowledge or custody of, Government assets. It should be explained to applicants as early as is reasonably practicable in the appointment process the nature of the verification process and the methods used to carry it out. In all cases, applicants should be reminded that supplying false information or failing to disclose relevant information could be grounds for refusal of appointment or termination of service and could amount to a criminal offence. Successful completion of the checks that form the BPSS is one criterion upon which the decision to appoint is based. A BPSS remains valid whilst individuals are effective members of the RAFAC and does not require renewing.

13. **Commanders' responsibilities for BPSS approved personnel.** Making the necessary checks at the recruitment stage is far from being the end of the process. Commanders at all levels are responsible for monitoring the behaviour of their adult members of staff who have been given access to, or knowledge or custody of, protectively marked assets as a result of a BPSS. Further details are contained in Reference A. Guidance on checking of passports etc is in the following link: [dba-identity-checking-guidelines/id-checking-guidelines](https://www.gov.uk/guidance/dba-identity-checking-guidelines/id-checking-guidelines)

14. Details of how to complete the BPSS are contained on the form itself and Nationality, Immigration and Verification check requirements are mandated. If local circumstances dictate, verification checks can be delegated to suitable CFAV personnel; however, the individuals nominated must review the online guidance at DBS NSV, hold SC clearance and be formally approved at RHQ level. MoD Civil Service staff at Wg HQs, Rgn HQs or equivalent for 2FTS/6FTS and CCF(RAF) are to carry out a 10% assurance check of their vetting processes to ensure compliance.

15. **References.** Every CFAV must provide 2 references – one from their employer (or person of standing in the community if not employed) plus one personal reference. RAFAC Chaplains may use the Ecclesiastical Authority as their employer reference.

16. Sqn OCs involved with the submitting BPSS paperwork are accountable for this process and ensuring compliance is mandated.

17. All completed BPSS forms and copies of supporting documentation e.g. passport for CFAVs and Staff Cadets are to be retained at Wg HQ (or equivalent) in accordance with the Data Protection Act 2018. They are not to be sent to HQ RAFAC with appointment paperwork or when completed retrospectively. The outcome of BPSS checks carried out must be recorded on a Verification Record and retained on **the individual's personal file**. The record should clearly state if the individual's immigration status needs to be rechecked (as set out above). The completion of the BPSS should also be reflected in the Security Questionnaire for any subsequent National Security Vetting application. Supporting documentation for the BPSS (e.g. copies of utilities bill) **should be destroyed within 6 months**, in accordance with the Data Protection Act. Criminal conviction information should also be destroyed within 6 months, **unless the information is deemed to be clearly relevant to the on-going employment relationship**.

## **Official Secrets Act**

18. As part of the BPSS it is now a requirement for **all** CFAV to be aware of the Official Secrets Act. Ideally, any potential CFAV is to sign the document as part of the BPSS. However, if they fail to do so, they need to be made aware of its existence, its content, and the consequences of failing to adhere to the Act. In this instance the MoD F134 can be read to the individual and annotated as such by the vetting staff. For ease, and where circumstances permit, the MoD F134 may still be used as a standalone document.

## **CFAVs Involved in Shooting Activities – Security Clearance (SC)**

19. In accordance with JSP 440 all personnel - especially range conducting officers, exercise conducting officers (M Qual), skill-at-arms instructors, drill instructors for arms drill, holders of keys to arms and ammunition storage facilities and transporters/escorts of arms and ammunition - whose duties involve regular unsupervised access to weapons, ammunition or explosives **are not** to be permitted to assume such duties until they have achieved SC vetting level.

20. **Procedure on change of circumstances.** When a CFAV, who has a valid SC, has a change in personal circumstances, that change is to be notified to UK SV. A change in circumstance may be defined as when the subject marries, re-marries, sets up a stable unmarried relationship or changes their surname.

Annexes:

- A. Guide to RAFAC Baseline Personnel Security Standard (BPSS).
- B. RAFAC Vetting Requirements.

## Guide to RAFAC BPSS

1. In order to maintain the safety and security of all personnel, assets and infrastructure associated with RAFAC, the organisation must realign itself with enhanced personnel vetting practices. As an affiliate organisation of the RAF, RAFAC's personnel security measures are to be set in accordance with UKSV standards and mandated MoD security policy. This is to be achieved by ensuring that all adult volunteer staff who currently hold a BSVR/BC, achieve the BPSS clearance standard.
2. The BPSS is a mandatory pre-appointment control required for all Civil Servants, members of the Armed Forces (including Reserves and Cadet Instructors), temporary staff and government contractors. BPSS consists of four checks, including verification of identity, immigration status and nationality, employment history and a criminal records check. Where there is a lack of understanding of the process, personnel are to address concerns with their WExO and then through RHQs.
3. **BPSS vetting procedures and MoD F134.** Personnel involved in handling, checking and processing Official-Sensitive-Personal information must be vetted to an SC standard prior to conducting such duties.
4. Upon request from RAFAC Sqn OCs; Wg HQ staff are to register and raise the initial BPSS and MoD F134 (Official Secret Act and Confidentiality Declaration) on behalf of personnel under their command. These documents may be disseminated to the applicant via email, post or by hand and contain no personal information at the point of distribution.
5. The BPSS applicant is to complete all mandatory fields stipulated within the BPSS application and MoD F134 forms.
6. Once complete, the applicant is required to present the completed BPSS and MD F134 paperwork to the WExO/RAFAC Sqn OC (nominated deputy agreed by WExO) or CCF SNCO. The WExO/OC/CCF SNCO is mandated to examine this documentation, in addition to inspecting original proof of identity. Photocopies are **not** to be accepted as valid forms of identity. All original documentation provided by the applicant must be returned and cannot be retained without their express permission. WExOs/OCs are responsible for security of all personal material retained by the organisation in accordance with the provisions of DPA2018.
7. All BPSS applicants are to be made aware of the provisions of the Official Secrets Act (OSA). WExOs, Sqn OCs or CCF SNCOs are to ensure the applicant is appropriately briefed, ensuring the declaration is signed and documentation annotated accordingly. If an applicant refuses to sign the MoD 134 declaration, they should be made aware of its existence and the consequences of breaching the document.
8. Once complete, the WExO/OC/CCF SNCO is to assume ownership of this personal information, which must be recorded within a document register and be secured within a lockable drawer, cupboard or filing system, within a locked room of a secured building unless in transit. When in transit, completed documentation is to be handled and distributed as Official-Sensitive Personal classified material. This requires original documentation to be placed within in two envelopes (double bagged), the outermost of which is not to explicitly identify the contents therein. Original documentation is to be distributed by Royal Mail Special Delivery Guaranteed by 1pm or be delivered by hand by the WExO/Sqn OC/CCF SNCO to their Wg HQ. Royal Mail special delivery tracking information must be retained, in order to facilitate the recovery of postal costs (Sqn or individual) and ensure accountability. It is recommended that the Royal Mail special delivery slip is annotated with the name(s) of person(s) whose information has been distributed and that this is entered into a 'Mail Out' register retained by the WExO/OC/CCF SNCO.

9. Wg HQ staff must register the arrival of registered mail within a 'Mail In' register and pursue any delays or losses with the WExO/OC/CCF SNCO or Royal Mail. The loss or suspected loss or compromise of Official-Sensitive Personal information must be reported as soon as practicable to the WExO/CCF HQ and RAFAC DPO.
10. **Vetting process from BPSS to SC.** Wg HQ staff only; BPSS and assurance checks must have been fully completed prior to the individuals online SC process.
11. **RAFAC Sqn visitors without security vetting.** Non-vetted staff and/or visitors to RAFAC Sqns are to be escorted at all times, by an adult member of staff that holds a security vetting clearance of BPSS, CTC or SC.
12. **CFAV and Staff Cadets.** Individuals who wish to become a RAFAC Sqn CFAV or Staff cadet must successfully complete the BPSS security standard which includes:
  - a. Verification of Identity.
  - b. Immigration Status and Nationality.
  - c. Employment History.
  - d. Criminal Convictions.
13. CFAVs that require SC vetting clearance must have completed the BPSS and MoD 134 application process above prior to any application for SC vetting clearance. All personnel with access to RAFAC Weapons & Ammunition **must** have a valid SC vetting clearance.
14. **Assurance checking for BPSS applications.** Staff involved with completing assurance checks of BPSS applications can use the following links to assist them in the process.

[JSP 440 Manual of Security](#) Access only on MODNET.

[HMG Personnel Security Controls document](#) Internet.

[CPNI Screening Guides](#) Internet.

**Annex B to  
ACP 20  
PI 103**

**RAFAC Vetting Requirements**

<b>Individuals detailed</b>	<b>Access achievable/activity delivered</b>	<b>Vetting Standard required</b>	<b>Risk holder</b>	<b>Mitigating reasons</b>
All personnel (includes Civilian Committee Members in Chairperson or Treasurer Roles)	Bader IT account	Baseline Personnel Security Standard (BPSS)*	RAFAC OSP data – RAFAC CoC	BPSS is the minimum vetting standard accepted by the MoD and enables access to the Bader IT System that contains OSP information. Although all Civilian Committee members and Cadets will eventually receive a personal data email address which acts only as their username for access to the Volunteer and Cadet portals, they do not hold a Bader IT account and do not require BPSS clearance in relation to this requirement.
All CFAV Civilian Instructors & Chaplains	Access to all RAFAC sites enabled when on activity Escorted or unescorted access to military sites enabled when on RAFAC activity	BPSS	RAFAC stand-alone sites – RAFAC CoC RAFAC sites on the reservist estate – RAFAC CoC with HoE consent Military sites – HoE	Military sites contain protectively marked assets and information – BPSS is the minimum vetting standard accepted by the MoD, to provide assurance of an individual. It is up to the HoE to decide if escorted or unescorted access is required. The final decision as to whether access is given lies with the HoE on the site being visited. A reason to visit is always required.
Staff Cadets	Access to all RAFAC sites enabled when on activity	BPSS**	RAFAC stand-alone sites – RAFAC CoC RAFAC sites on the reservist estate – RAFAC CoC with HoE consent	BPSS is the minimum vetting standard accepted by the MoD, to provide assurance of an individual. It is up to the HoE to decide if escorted or unescorted access is required. The final decision as to whether access is given lies with the HoE on the site being visited. A reason to visit is always required.
All uniformed CFAV staff	MoD F 90 (RAFAC ID card) issued. Access to all RAFAC sites enabled when on RAFAC activity. Unescorted access to military sites enabled when on RAFAC activity	Security Check (SC) and BPSS	RAFAC stand-alone sites – RAFAC Chain of Command (CoC) RAFAC sites on the reservist estate – RAFAC CoC with the Head of Establishments (HoE) consent Military sites – HoE	Military sites contain protectively marked assets and information – SC provides assurance of an individual that is generally accepted by the RAF as enabling unescorted access and provision of a MoD F 90. BPSS is the minimum vetting standard accepted by the MoD, to provide assurance of an individual and is required before an SC can be obtained (A declaration is made on the SC application that a BPSS check has been successfully completed). The final decision as to whether access is given lies with the HoE on the site being visited. A reason to visit is always required.
All personnel	Ordnance, Munitions and Explosives (OME)	SC and BPSS	RAFAC OME – RAFAC CoC through to AOC 22 Gp	OME is one of our most sensitive assets due to its potential lethality and attractiveness to criminal organisations – SC provides assurance of an individual. BPSS is the minimum vetting standard accepted by the MoD, to provide assurance of an individual and is required before an SC can be obtained (A declaration is made on the SC application that a BPSS check has been successfully completed).
<p>* - RAFAC historically used the Baseline Standard Verification Record (BSVR); however, this did not confirm applicant's residency, nationality and right to work. These details have been included in the new BPSS process which was introduced to RAFAC in 2018. All historic BSVR checks must be upgraded to the new BPSS by <b>31 Aug 21</b>, in order to continue to enjoy the access outlined in the table above. If a record of the BSVR has been retained, only the residency, nationality and right to work elements need to be confirmed. If no record of the BSVR process has been retained then a new BPSS needs to be completed. The BPSS process only needs to be completed once, with a record of its completion retained at WHQ.</p> <p>** - Due to the age of Staff Cadets, it is accepted that they are unlikely to have a comprehensive employment history, so references are accepted from both their place of education and RAFAC Sqn OC.</p>				

<b>Cadet Force</b>	<b>Current minimum security clearance in the CF</b>	<b>Comments</b>
ATC	<p>All* - Baseline Personnel Security Standard (BPSS)</p> <p>All uniformed CFAV (Officers and non-commissioned ranks), and those with unsupervised access to arms and ammunition - Security Check (SC)</p>	All CFAV (Officers and non-commissioned ranks), who have been appointed on or after 1 Jan 20, are required to be cleared to SC. Those appointed prior to this date will be awarded 'grandfather' rights to continue to serve in uniform, on the understanding that they will have to complete SC clearance prior to the renewal of their MoD F 90.

		*All CFAV (Officers and non-commissioned ranks), civilian instructors, supporting staff and Staff Cadets aged 18 to 20 years.
CCF (RAF)	<p>All* - Baseline Personnel Security Standard (BPSS)</p> <p>All uniformed CFAV (Officers and non-commissioned ranks), and those with unsupervised access to arms and ammunition - Security Check (SC)</p>	<p>All CFAV (Officers and non-commissioned ranks), who have been appointed on or after 1 Jan 20, are required to be cleared to SC. Those appointed prior to this date will be awarded 'grandfather' rights to continue to serve in uniform, on the understanding that they will have to complete SC clearance prior to the renewal of their MoD F 90.</p> <p>*All CFAV (Officers and non-commissioned ranks), civilian instructors and supporting staff.</p>

## Personnel Instruction No 105

### Misuse of Drugs

#### Introduction

1. **General.** Drug misuse in our society, especially among adolescents and young adults, is harmful and a major social problem. The policy with dealing with abuse or alleged abuse is laid out in this instruction, but it is essential that if it is thought that there is any risk to life, that medical attention is sought immediately for any individual that appears to be 'under the influence'.
2. **Definition.** A drug may broadly be described as any substance other than food or drink which when taken into the body by swallowing, injection, inhalation or otherwise, affects the mental and/or physical capability of the body. Types of drugs and their effects are listed at Annex A.

#### The problem

3. Drugs taken illegally have in the past been classified by common usage as "hard" drugs, such as heroin, cocaine, morphine or LSD, or "soft" drugs such as amphetamines or cannabis. However, the terms "hard" and "soft" are no longer used as they can be misleading. It is generally more useful to categorize drugs according to the effects they produce, as follows:
  - a. **Depressants.** Reduce alertness, activity and speed of response.
  - b. **Stimulants.** Arouse excitement and a sense of elation, but may impair judgement and accuracy of response.
  - c. **Hallucinogens.** Distort perception, sensation and judgement.

Among the more common depressant drugs are tranquillisers, barbiturates, and the opiates. Stimulants include amphetamine drugs and cocaine, while hallucinogens include such substances as LSD. All these drugs have one thing in common; except when prescribed under medical supervision their use is illegal.

4. However, there are other substances, legally and openly available, which can be used singly or in combination to produce the same effects as drugs. These include some pharmaceuticals, eg medicinal drugs which can be bought freely in a chemist shop, and solvents or other volatile substances. The latter may appeal to juveniles because of their speed of action, transient duration, ease of usage and ready accessibility. In addition, there are chemicals called new psychoactive substances, commonly known as legal highs that are readily available in certain areas and sold openly. Although not in themselves illegal, the use of them to produce the effects of drugs is not only harmful but is unacceptable in the Corps environment and may incur disciplinary action.
5. The problem of drug abuse has more recently become compounded by the identification of intravenous drug abusers who share needles or other equipment as one of the principal groups at high risk of infection with the virus that causes AIDS (Acquired Immune Deficiency Syndrome). There is so far no reason to believe that this situation is likely to occur in the Corps, but the forecast progress of the disease and the possible development of drug abuse activities in society at large suggest that the possibility cannot be ignored.

#### Effects

6. **The Individual.** The visible effects of drug taking will vary with the drug taken, but the most common effects include drowsiness, a drunken appearance, lack of co-ordination, confusion, a dreamy or blank expression, slurred speech, enlarged pupils, shakiness, aggressive behaviour, rapid speech or violence. Apart from these more immediate effects, longer term signs are; changes of behaviour pattern, "highs" followed by "lows", loss of pride and self respect, irrationality, deterioration in performance and loss of motivation. Other indications which might arouse suspicion are attendance at all night parties,



the frequenting of places used by drug abusers or which are known to be sources of supply, the use of addicts' jargon and general disaffection or disinterest. These signs will normally be obvious and the serious drug offender will not easily escape detection. However, the casual or occasional drug offender, or the experimenter, may not show any such signs, and may in fact appear absolutely normal. Only keen observation by his superiors, colleagues and friends is likely to expose his activities.

7. **The Corps.** Apart from the harmful effect upon the individual, any publicity surrounding the misuse of drugs represents a serious threat to the image of the Corps. Those involved in such misuse simply cannot be relied upon to perform their ATC duties or conduct their lives in a proper manner and this is unacceptable in a National youth organisation which lays great stress upon individual responsibility, teamwork and citizenship training. Drug takers are a danger to themselves and to others and in most cases must be removed from the Corps.

### **Investigation of suspected drug misuse**

8. Whenever a CO suspects that a member of staff or a cadet may be involved in any way in drug abuse on a RAF station, the matter is to be reported immediately to the CO of the station concerned; in all other cases, the matter is to be reported immediately to the civil police. In all cases, OC Wing is to be informed of the incident by telephone as soon as possible after the initial reporting action has been taken followed by a written report to HQ RAFAC (SO2 People Ops) via Wing and Region. Care must be taken to preserve all evidence of the drug activity until the investigation has begun. Substances thought to be drugs, containers in which they have been kept and other associated materials are to be preserved in the state in which they were found. Consideration should be given to the support of CFAV or cadets that may have had to deal with an individual under the effects of drugs. There are multiple sources of welfare if required – the Sqn padre is one such example and further support can be sought from Wing HQ if required.

### **Administrative action**

9. If the investigation by the appropriate authority indicates that there is prima facie evidence of an offence having been committed the following action is to be taken:

- a. **Officers.** Suspend the individual concerned and raise an Administrative Report iaw ACP 20 PI 118, recommending that the individual's service within the RAFAC is terminated.
- b. **SNCOs/WOs, Civilian Instructors (when a certificate of appointment has been awarded).** Suspend the individual concerned and raise an Administrative Report iaw ACP 20 PI 118 recommending that the individual's service within the RAFAC is terminated.
- c. **SNCOs/WOs, Civilian Instructors (when no certificate of appointment has been awarded).** Where the appointment of a SNCO/WO or civilian instructor has not been officially recognised the individual's service may be terminated iaw ACP 20 PIs 301 and 401.
- d. **Cadets.** Normally to be dismissed for serious misconduct under the terms of PI 501. However, where it is considered that the drug involvement was experimental, OC Sqn is to suspend the cadet from all ATC activities and submit a report on the incident through OC Wg to the Rgnl Comdt. Rgnl Comdt will review the case and notify a decision regarding the cadet's future in the ATC to OC Sqn through OC Wg.

### **General**

10. All incidents of drug misuse are to be reported to HQ RAFAC (SO2 People Ops) as quickly as possible.

Annex:

- A. Types of Drugs and Their Effects.

**Types of drugs and their effects**

<b>Depressants</b> - Regular use of depressants may lead to addiction or death by overdose.  Depressants are drugs which act on the central nervous system to promote relaxation or sleep. Legal drugs in this group which are most commonly misused include barbiturates, tranquilisers and painkillers.						
Drug used	Slang names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	First Aid
<b>Barbiturates</b> Amytal Nembutal Seconal Tuinal	Angels Nemmies Red Devils Red & Blues	Oral or by Injection	Drowsiness, stupor, slurred speech, drunken appearance, nausea, confusion, lethargy, poor co-ordination	Insomnia, tremors, delirium, nervous anxiety, convulsions	Stockpile of tablets or capsules. Marked change in performance at work or in social attitude	Keep body warm, obtain medical assistance
<b>Tranquilisers</b> Ativan Librium Valium Mogadon Temazepam	Tranx Bennies  Moggies Green Eggs					
<b>Painkillers</b> DF 118 Diconal	Dikes					
<b>Heroin</b>	Skag, Horse, "H", Smack	Inhalation of fumes or by Injection	Euphoria followed by relaxation to a comatose state. Shallow breathing, clammy skin	Irritability, tremors, nausea, cramps, loss of appetite, panic	Marked change in performance and possession of injection kit	Obtain medical assistance
<b>Stimulants</b> - Drugs in this group are highly addictive  Stimulants act by increasing the blood flow and pressure and by boosting the adrenalin to stimulate the mind of the abuser. The general reaction is to relieve fatigue and to induce a feeling of well-being						
Drug Used	Slang names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	First Aid
Cocaine Hydrochloride	Coke Snow White Lady Charlie	Oral with food or drink. Inhalation by snorting, injection	Agitation, Talkativeness nervous energy, euphoria	Depression, insomnia, irritability, confusion	Possession of kit including mirrors, fine blade knives and purpose made straws	Reassurance

Crack	Rock Crystal Free Base	Inhalation of fumes	Intense exhilaration sudden mood changes, violent behaviour	Deep depression, acute anxiety	Possession of kit including specially made pipes	Reassurance, protect against self- inflicted injury
Amphetamine Sulphate	Speed Whizz Amphet	Injection or oral when mixed with food or drink	Excitability talkative, tremors and aggressive behaviour	Depression, fatigue, paranoia	Injection kits	Reassurance to avoid panic
Methylene- Dioxy-Meth- Amphetamine	Ecstasy MDMA "E"	Oral in tablet or capsule form	Intense exhilaration, tremors, muscle spasms, excess energy	Depression, anxiety, confusion	Drug related heartstroke, liver and kidney disorder, severe internal bleeding	Reassurance, protect against self- inflicted injury
Methylene- Dioxy- Amphetamine	Ecstasy MDA					
Methylene- Dioxy-Ethyl- Amphetamine	Ecstasy MDEA Eve					
<b>Hallucinogens -</b> Drugs in this group are not addictive but their use may lead to mental instability or death from actions undertaken whilst under their influence						
Drug Used	Slang names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	
Lysergic Acid Diethylamide (LSD)	Trips Acid Flash Tab Microdots	Oral in paper/ small Gelatine tablet form	Hallucinations and distortion of perception	None known, possibility of flashback for up to 4 years after use	None known	Reassurance to avoid panic. Obtain medical assistance
Psilocybin (Mushrooms)	Magic Mushrooms	Inhalation by smoking. Oral	Uncontrolled hallucinations	None known. 15% chance of flashback		
Datura (Common Weed)		Inhalation by smoking	Hallucinations	None known		
<b>Solvents -</b> The misuse of solvents is not likely to be addictive but may lead to long-term damage to vital organs or to accidental death.  Solvent misuse (eg glue sniffing) involves the inhalation of a wide variety of substances including adhesives, solvents, petrol, aerosol sprays and butane gas to obtain an intoxicating, stupefying or hallucinatory effect.						
Drug Used	Slang names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	First Aid

Butane Gas		Inhalation. Usually a bag or container is used to concentrate the fumes	Apparent drunkenness, nausea, lethargy, lack of co-ordination	Depression, agitation, loss of memory	Anti-social behaviour. Glue or solvent stained bags or clothing. Sores around nose or lips. Confusion or personality change	Reassurance; treat as for shock. Obtain medical assistance if required
Nail Varnish						
Petrol						
Thinners						
Adhesives						
Solvents						
Amyl nitrite	Poppers	Inhalation	Mild stimulation. Increase in heart rate	Depression, agitation, loss of memory	Anti-social behaviour. Confusion or personality change	

**Cannabis -** Cannabis is the most common drug of misuse in the UK. Long term use of the drug may lead to serious medical problems including damage to the liver and/or the respiratory and circulation system, a tendency to muddled thinking and an adverse effect on the reproductive system in both male and female misusers

Drug used	Slang names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	
Cannabis Resin	Hash Shit Red Blow Black Ganga Gold	Inhalation from cigarettes (joints, reefers, or spliffs or pipes)	Apparent drunkenness, lack of co-ordination, minor hallucinations, hysteria, confusion	Insomnia, fatigue, loss of appetite	Possession of kits including extra length cigarette papers	Reassurance to calm user
Herbal Cannabis	Hash Pot Grass Draw Blow Marijuana	Inhalation same as above. Oral when mixed with food			Possession of specially made pipes	
Cannabis Oil	Hash oil Oil	Inhalation. Oil applied to normal cigarettes				

#### New psychoactive substances ('legal highs')

New Psychoactive Substances (NPS) are chemicals that can have mood affecting properties but are not always controlled by drug laws. They are commonly known as 'legal highs' which can be misleading as it might imply that these substances are safe and legal which is not always true. They can be designed to mimic the effects of illegal drugs such as cannabis, LSD and cocaine; the appearance will vary depending on the drug but most NPS are chemicals produced in a lab and come in powder, pill or herbal form.

Drug used	Associated names	Method of administration	Physical symptoms	Withdrawal symptoms	Warning indicators	First Aid
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Synthetic Cannabinoids	Legal highs, weed, grass, herbal/room incense, herbal highs	Normally by smoking (from joints, vaporizers, bong pipes)	Relaxation, rapid heart rate, anxiety, paranoia	Insomnia, tremors, shakes, pain, agitation	Marked change in performance Possession of powder or plant material, packets and paraphernalia such as extra length cigarette papers	Reassurance
Synthetic Stimulants	Legal highs, research chemicals, bath salts, plant food	Orally  By snorting  By smoking (from foil)  By injection	Agitation, talkativeness, nervousness, excessive energy, feelings of euphoria	Depression, insomnia, irritability, confusion	Anti-social behaviour  Weight loss  Possession of powders, pills or packets and kit including mirrors, fine blades and purpose made straws	Treat depending on presentation  Conditions include: overheating, seizures, vomiting, unconsciousness
Synthetic Depressants	Downers, legal vallies, blues	Orally	Drowsiness, slurred speech, nausea, confusion, lethargy, poor coordination	Insomnia, tremors, delirium, nervous anxiety, convulsions	Marked change in performance  Possession of pills/tablets	

## Personnel Instruction 106

### Casualty Procedure – ATC Adult Staff and Cadets

#### References:

- A. ACP 5 – RAFAC Health, Safety & Environmental Protection Manual.
- B. ACP 20 – HQ RAFAC Personnel Regulations.
- C. AP 1919 – Regulations for the Air Training Corps (draft 7th Edit).
- D. ACTO 4 – Squadron and Cadet Records.
- E. ACP 237 – ATC Camp Instructions (10th Edition).
- F. JSP 751 – Joint Casualty and Compassionate Policy and Procedures.
- G. ACP 50 – PR Handbook.
- H. ACP 300 – RAF Air Cadet Finance Manual.
- I. JSP 814 – Policy and Regulations for Ministry of Defence Sponsored Cadet Forces.
- J. MAA RA 1410 – Occurrence Reporting and Management.
- K. MAA RA 1430 – Aircraft Post Crash Management and Significant Occurrence Management.
- L. MAA Manual of Post Crash Management (MPCM).
- M. MAA Aircraft Post Crash Management (APCM) Aide Memoire.

#### Maintenance of Next of Kin Records

1. **General.** Efficient casualty reporting depends, inter alia, on the comprehensive and accurate maintenance of next of kin (NOK) details.
2. **NOK Details – Adults.** On appointment all adult staff are to notify their CO, OC Wg (if applicable) and HQ RAFAC through the normal channels of the name, address and relationship of their NOK and of any other person who they wish to be notified in the event of injury or death. Any changes to these details are to be reported to their CO, OC Wg (if applicable) and HQ RAFAC immediately.
3. **NOK Details – Cadets.** NOK details for cadets are to be recorded in RAF F3822 Cadet's Record of Service Book and on RAF F3822A – ATC Consent Certificate/Record of Service Form, which is maintained at unit level. Both forms are raised in accordance with ACTO 4 (Reference D).
4. **NOK Requirements for UK and Overseas Camps.** Additional requirements for the recording of NOK details in respect of adults and cadets attending camps in UK and overseas are contained in Reference E, para 57.

#### Reporting of Death or Injury Attributable to ATC Duty

5. There are three tiers of accident and incident and each tier has an associated procedure for reporting. This section should be read with Reference F (Part 1 – Management of the Casualty). The tiers are as follows:
  - a. **Tier 1 – All accidents and incidents resulting in:**
    - (1) **Death** of a Cadet or CFAV.
    - (2) **Major injuries** resulting in hospital admission of a Cadet or CFAV.
    - (3) Incidents attracting significant media attention<sup>1</sup> which could lead to the next of kin (NOK) of Cadets or CFAV to believe they have been killed or injured.
  - b. These types of accidents and incidents are those where immediate action must be taken. The senior CFAV at the scene is to ensure the incident is managed appropriately, which may include the provision or co-ordination of First Aid, tasking of Emergency Services via 999, and ensuring that all Cadets (whether casualties or not) are still being supervised adequately.

<sup>1</sup> For Media Communications, see paras 24-27.

Depending upon the prevailing circumstances (eg, location of the incident (eg, on/off the Unit's premises; 'in transit'), time of day/night, etc), the senior CFAV is then to **either**:

(1) Report the accident or incident directly to the Joint Casualty and Compassionate Centre (JCCC) on +44(0)1452 519951 (Military 95471 7325). JCCC maintains 24-hour operations and is responsible for the management of casualties and will notify all other agencies including the relevant Cadet HQs. JCCC has access to WESTMINSTER and BADER and can obtain the attendance lists of all Cadets and CFAV at a particular event, along with their NOK details. The JCCC will advise and guide the senior CFAV and should be consulted early in any incident. **JCCC will not notify NOKs that a casualty has occurred unless the Cadet HQs specifically request them to do so.**<sup>2</sup> The JCCC may be able to authorise the travel of Next of Kin to the bedside of a casualty under the Dangerously Ill Forwarding of Relatives (DILFOR) scheme in appropriate circumstances. It is also very important that the JCCC is kept informed of any changes to casualty state or location so that the Emergency Contact/Next of Kin and the chain of command can be kept informed of the latest situation.

**or**

(2) Report the accident or incident to the chain of command, who are to ensure that JCCC are informed immediately. **If the chain of command cannot be reached, then JCCC are to be informed directly.**

Cadet Training Safety Precautions (CTSP) contains an aide-memoire to this procedure.

c. When conducting diving (sub-aqua), if oxygen is administered to a casualty, then the Duty Diving Medical Officer (DDMO) must be contacted via telephone on +44(0)7831 151523 and the Duty Diving Standards Officer (DDSO) must be contacted on +44(0)7768 066867. Only these individuals have the authority to divert ambulances en route to a hospital with a diving casualty to a hyperbaric chamber location.

d. **Tier 2 – notifiable accidents and incidents not encompassed in Tier 1**, which include:

(1) **Injury.** Injuries arising from MoD activities including:

(a) injuries resulting in more than 3 days off work or school, including occupational stress-related absence.

(b) climatic injuries including hyperthermia, heat exhaustion, heat stroke, hypothermia, freezing cold and non-freezing cold injury.

(c) injuries resulting from sporting activities or AT.

(d) injuries resulting from on or off duty road traffic collisions.

(2) **Near misses.** Near misses which have the potential to cause harm to personnel or damage to MoD property or equipment.

(3) **Occupational disease and dangerous occurrences.** Occupational illnesses, diseases and dangerous occurrences in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements under Regulation 15, Schedules 1, 2 and 3.

(4) **Equipment.** Serious damage to equipment and incidents of serious equipment failure.

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<sup>2</sup> Notification of the NOK is usually done by the Civilian Police (or nearest MoD Unit to the NOK).

(5) **Ammunition and explosives.** Ammunition incidents notified in accordance with AC71855C – Regulations for Cadet Training with Cadet Weapons Systems and Pyrotechnics.

(6) **Range incursions/accidents/incidents.** Range incursions by land, sea or air are referenced through local range orders. Range Accident Procedures can be found in Section 3 of AC71855 – Cadet Training Ranges, which is supported by ACP 5.

(7) **Fire.**

(8) **Environmental incidents.** All incidents must be reported. The more obvious ones concern spillages of fuel or lubricants. Others could relate to chemicals, etc.

(9) **Enforcement action.** Any enforcement action by the HSE, EA, local authority or their equivalents in Scotland, Northern Ireland or overseas.

e. **Procedure.** The following procedure must be followed in the event of a notifiable accident:

(1) The senior CFAV at the scene is to:

(a) report the accident or incident immediately to RAFAC HQ (Safety Centre) via their chain of command, if appropriate.

(b) in the event that a Cadet or CFAV is admitted to hospital, JCCC is to be informed (as for a major injury).

(c) complete MoD Form 492 (for cadets and CFAV) and send via the chain of command to RAFAC HQ (Safety Centre).

(2) Report the accident or incident in accordance with the relevant policies and regulations relating to the nature of the incident.<sup>3</sup>

f. **Tier 3 – minor accidents or incidents.** A minor accident is classed as one not requiring hospitalisation. The following action is to be taken:

(1) The senior CFAV at the scene is to report the accident or incident immediately to the chain of command. Further reporting is to be in accordance with the relevant policies and regulations relating to the nature of the incident.<sup>4</sup>

(2) The report is to be backed up by the completion of MoD Form 492. This is the responsibility of the Commanding Officer, who is to forward a copy through the chain of command to RAFAC HQ (Safety Centre).

6. **Initial Internal Reporting Action.** Any accident which results in death or injury to ATC adult personnel, Honorary Chaplains or cadets and occurring in the course of ATC duty, approved sporting or social activity is also to be reported through the chain of command to HQ RAFAC (SO2 Personnel, and the HQ RAFAC Safety Centre). All cases of death or very serious injury are to be reported by telephone in the first instance. HQ RAFAC executive staff/duty officer may be contacted outside normal working hours, at weekends and stand-downs on 07833 400889.<sup>5</sup>

**NB: Accident Investigation and Reporting is to be carried out in accordance with HQ RAFAC Policy, as detailed at Reference A.<sup>6</sup>**

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<sup>3</sup> Primarily Reference A, and others as applicable (e.g., as per sub-para 5.d.(5)/(6)).

<sup>4</sup> As above.

<sup>5</sup> For Media Communications, see paras 24-27.

<sup>6</sup> Health, Safety & Environmental Protection Accident Investigation procedures, and Accident, Near Miss and Incident procedures.



7. **Subsequent Internal Reporting Action.** All cases of death or injury arising from an ATC activity are to be reported to HQ RAFAC (iaw Reference A) as follows:

- a. **Death/Injury at Gliding Squadrons.** Raised by the Officer Commanding and forwarded direct to HQ RAFAC, copy to the Wing HQ to which the deceased/injured person belongs.
- b. **Death/Injury at Annual Camps.** Raised by the Camp Commandant and forwarded as in sub-para 7a above. Note: The Station Commander may consider it necessary to report the incident to higher RAF authority in accordance with Reference F. Close liaison between Camp Commandant and the ACLO is therefore essential but should not be allowed to delay the submission of paperwork.
- c. **Death/Injury at ATC Squadrons.** Raised by the Squadron Commander and submitted through Wing HQ to HQ RAFAC. When the casualty occurs at a detached flight, the report should be initiated by the Flight Commander and submitted via the Squadron Commander.
- d. **Death/Injury at Authorised Sports Events.** Raised by the person in charge and submitted through Wing HQ to HQ RAFAC.
- e. **Death/Injury at Authorised Adventure Training Activities.** Raised by the person in charge of the activity and submitted through Wing HQ to HQ RAFAC.

8. **Medical Certificates.** A medical certificate will be required to support a claim against either the MoD or the ATC Insurance Scheme. The certificate is to include a statement by the medical practitioner as to whether or not, in their opinion, the injury is likely to be the exciting cause of later disability.

9. **Statements by Witnesses.** Where necessary to verify or clarify the circumstances of the injury, or in any case where a claim against the MoD or the ATC Insurance Scheme seems likely, statements from witnesses are to be obtained and actioned iaw Reference A (accident procedures).

10. **Statement by Commanding Officer.** The Commanding Officer is to attach any statement they may wish to make. Such a statement is mandatory where the report indicates possible infringement of regulations, faulty equipment where blame may be attached to any person, including the injured party.

### **Death or Injury Occurring at RAF Units**

11. **Notification of Death or Injury.** The responsibility for notification and initial assistance to NOK in connection with death or injury to ATC personnel on duty at RAF units rests with the host RAF unit concerned in accordance with Reference F.<sup>7</sup> Notification of the NOK is usually done by the Civilian Police or nearest MoD Unit to the NOK.

12. **Notification of Death or Injury due to an Aircraft Incident.** 2 FTS will follow the processes laid down in References J to M, which will also include notification through the Duty Holder chain to HQ RAFAC.

### **Reporting of Deaths not Attributable to ATC duty**

13. **Notification of Death.** The death of members of the ATC including cadets is to be notified to HQ RAFAC (SO2 Personnel) as soon as possible, using Pers Form 1-08. The following information is required:

- a. Personal details of the deceased to include the name that they were known by, eg, John William Jones, known to all as 'Bill'.
- b. Unit, date and cause of death; background information of circumstances, details of long illness, accident etc.

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<sup>7</sup> JSP 751 Part 1 Volume 1: Management of the Casualty, and JSP 751 Part 1 Volume 2: Management of the Deceased.

- c. Full name including forenames, address and relationship of NOK. Particular care should be taken to determine whether or not parents are divorced/separated etc and to obtain the forenames that the NOK are commonly known by.
- d. Details of ATC appointments held, with dates, and some personal information about the deceased, eg, personal interests and achievements in the cadet organisation.
- e. Date and place of funeral, if known, together with NOK wishes with regard to floral tributes.

### **Recovery of Identity documents**

14. Where possible, MoD Forms 90 are to be recovered from the NOK. HQ RAFAC (SO3 Personnel Management) is to be informed if recovery cannot be effected.

### **Service funerals/funeral grants**

15. **Eligibility.** Members of the Cadets Forces who die whilst on duty, or where death is attributable to duty, are eligible for either a Service funeral or a funeral grant under the terms of Reference F.<sup>8</sup>

**NB: Travel to and from normal place of duty is deemed to be off duty under the terms of QR App 36A, for the purpose of Service funerals/funeral grants.**

16. **Definition of Service Funeral.** The term 'Service funeral' means a burial or cremation which is arranged by Service authorities and paid for out of public funds.

17. **Funeral Options.** The choice of funeral arrangements is to be made by the NOK. Except in countries where local conditions and the lack of facilities limit the options that can be offered, the funeral options available to NOK are as follows:

- a. A funeral at public expense, arranged and paid for by the Service authorities, at any location in the UK or Eire or in the country where death occurred. No grant will be made in such cases.

**or**

- b. A private funeral at any location in the UK or Eire or in the country where death occurred, where the Service authorities arrange and pay only for the preparation of the body, the provision of a coffin and its conveyance to the undertaker (including repatriation from overseas). In such circumstances the NOK are entitled to the appropriate lower rate of funeral grant.

**or**

- c. A private funeral at any location in the UK or Eire or in the country where death occurred, where the NOK arrange and pay for all expenses. In such circumstances the NOK are entitled to the appropriate higher rate of funeral grant. In addition, the NOK are entitled to reclaim the cost of conveying the body to the undertaker up to an amount not exceeding the cost of conveyance under official arrangements. There is no entitlement, however, to the reimbursement of a privately arranged repatriation.

### **Overseas camps – serious aircraft accidents**

18. The action required in the event of a serious aircraft accident involving ATC personnel proceeding to or from an overseas camp will be coordinated by JCCC.

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<sup>8</sup> JSP 751 Part 1 Volume 2: Management of the Deceased, Chapter 8 – Funerals, Burials, Cremations and Headstones.

## **Death or Serious Injury other than in the circumstances described above**

19. The responsibility for notifying death or serious injury arising in circumstances other than described above normally rests with the civil police. For example, death arising from a road traffic accident.

## **Visits by NOK to ATC personnel on the very seriously ill list**

20. Travel Costs:

- a. When a member of the ATC becomes very seriously ill whilst away at an ATC Camp or other authorised activity the NOK may be issued with up to two free standard class rail warrants.
- b. As an alternative to rail travel, an entitled person may use their own car for the journey to hospital and claim refund of the cost of the return journey at the public transport rate of motor mileage allowance within the cost of a standard class rail fare. If a second entitled person also travels in the car, a passenger allowance may be paid.
- c. In exceptional cases, where a considerable distance is involved, air travel may be allowed at tourist-class rates as an alternative to surface travel provided that the medical officer in charge recommends it on grounds of extreme urgency and that the entitled person lives within reasonable distance of an airport. When such approval is given, it should be limited to the outward journey only and the return journey should be made by rail or road. Air travel at public expense in the circumstances will be limited to one person only, who should be the NOK or a close relative.

## **Claims**

21. **Claims against the MoD.** Claims against MoD arising from the death or injury to a member of the ATC are to be submitted to HQ RAFAC (SO2 Personnel). Care should be taken to avoid discussing the question of liability with the claimant or their representative.

22. **Claims against the ATC Insurance Scheme:**

- a. **Death on ATC duty.** Claims by participants in the ATC Insurance Scheme arising from the death on ATC duty should be reported to HQ RAFAC (ACFO) as soon as possible together with a copy of the death certificate. Enhanced membership of these Schemes is conditional on the payment of additional premiums by the individuals concerned.
- b. **Injuries on ATC duty.** Claims by participants in the ATC Insurance Scheme as a result of injury incurred whilst on ATC duty are to be actioned in accordance with Reference H, FI 306.
- c. **Visit costs.** The ATC Insurance Scheme makes some provision for payments to defray accommodation/travel expenses incurred by NOK visiting a seriously ill member of the Scheme (Reference H, FI 306, refers).

## **Remuneration, pensions and other awards in cases of death or injury**

23. Chapter 12 of Reference C (currently under legal review) details the regulations for remuneration, pensions and other awards which may be payable to adult staff and cadets in the event of death or injury attributable to ATC duty.

## **Media Communications (MC) action in the event of death/serious injury to ATC personnel on duty**

24. **Initial Action:**

- a. Alert HQ RAFAC (Head of MC) as soon as possible on +44(0)1400 267631/267630 (Military 95751 7631/7630), who will produce lines to take with the media and/or will provide the media with a statement. If outside normal working hours, contact the MC Duty Mobile on +44(0)3067 708159.

- b. If neither Hd of MC nor MC AIO is available, contact MoD Press Desk on:

**Working hours:**

+44(0)20 7218 3258 (0900-1900 hrs)

**Outside working hours:**

+44(0)20 7218 7907

25. **MC response.** (Reference G, Chap 4). First news of an incident may well come from the media itself. In any case, the media will quickly be on the scene. **Before** saying anything about the incident to the media contact HQ RAFAC Hd of MC or MoD on the MC line to take. There is no reason why, after consultation, you should not release the facts of what happened, ie:

- place, date, time of the incident.
- numbers and nature of casualties (minor/major).
- if it involves an aircraft – the home station of the aircraft, the type and the number of occupants.
- if the incident involves a military aircraft or Service vehicle, point out that there will be an official enquiry.

It may be initially that you have very little information to impart but **never** say "no comment". A refusal to speak may give the impression of unconcern or that we have something to hide. Individuals are therefore to be polite with the media at all times and, in the absence of any lines to take or other guidance from HQ RAFAC MC or MoD Press Desk, simply say "Yes I can help you, here is the number for the Press Office".

26. **MC following an Aircraft incident.** Due to the nature of an aircraft incident, initial media and comms will normally be handled as part of the regional post-crash management response; however, HQ 2 FTS will ensure that HQ RAFAC Hd of MC is also informed as soon as possible.

27. **Road traffic accidents.** In most road traffic accidents, the civil police will assume the lead responsibility and will handle most of the initial press enquiries. All local police headquarters have press offices – general enquiries from the media should be directed there.

## **Personnel Instruction No 107**

### **Maternity Policy**

1. Health and Safety considerations are paramount when dealing with pregnant CFAVs. Therefore, pregnant CFAVs and their supervisory staff should refer to ACP 005 Part 2, Sec 27 – Maternity, Expectant Mothers and the Unborn Child.
2. When pregnancy has been confirmed by a doctor, the individual must inform their Officer Commanding (OC) as soon as reasonably possible. The OC will treat the subject in full confidence and ensure that the needs of the mother and unborn child will be addressed.
3. A personal risk assessment must be carried out immediately, iaw the mother's doctor and/or midwife's instruction and guidance (this medical information will be communicated by the mother). The RA will include any additional control measures required to protect the mother and unborn child. The RA must be carried out in conjunction with the RSA, the expectant mother, medical advice and guidance. Where necessary CESO RAFAC will assist.<sup>9</sup>
4. The safety of the mother and their unborn child must be viewed as a prime objective. This might mean curtailing some of the activities they will be able to attend. Supervisors must take a sympathetic view if they need to take a break from an activity or to rest. The RA will provide these requirements, but it is essential to make all supervisory personnel aware of the woman's limitations and needs. The best method will be to ask the mother to be what they require, assure them there is no embarrassment in asking for considerations like rest and if necessary, withdrawal from the activity. Supervisory staff must be vigilant and take charge if enthusiasm for the activity pressurises the woman to overstretch their abilities.
5. They may resume their CFAV duties after the end of their pregnancy if they wish. If they return within 6 months or if breastfeeding a further risk assessment is required as per JSP 375, Part 2, Volume 1, Chapter 20.

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<sup>9</sup> For further details see ACP 005 Pt 2 Sec 27.

## Personnel Instruction No 108

### Conferment of a Freedom or a Similar Honour on a Corps Squadron by a Civic Authority and Wing and Squadron Banners

1. This instruction provides general advice on the action to be taken when a local authority proposes to confer a civic honour on an ATC Sqn.
2. A civic honour would normally take the form of the conferment of a "Honorary Freedom" on the Sqn concerned. It should be noted that any proposals to grant "Honorary Freedoms" to Sqns in Scotland may necessitate obtaining guidance from the Scottish Office.
3. Other civic honours which may be conferred on an ATC Sqn include the presentation of an "Illuminated Address", a "Resolution" or an "Instrument of Adoption".
4. The initiative in suggesting the award of any honour must come from the civic authority. To avoid any potential embarrassment it is essential that, when the initial approach is made, sqn cdrs/committee chairpersons should be strictly non-committal, expressing only appreciation of the honour proposed and advising the local authority that guidance from higher authority will be sought. The decision on acceptance rests with the relevant Rgnl Comdt, however, should a Sqn be so honoured it is highly unlikely that there would be any objection to, or rejection of the honour proposed by the civic authority. Any Sqn approached by a civic authority with an "Honour" proposal is to inform HQ RAFAC (SO2 People Ops) through the normal chain of command.
5. The presentation of an "Illuminated Address", a "Resolution" or an "Instrument of Adoption" is normally to be regarded as being the equivalent of an "Honorary Freedom". The precise procedure to be followed for the ceremonial presentation of any honour will depend entirely on the personnel and facilities available, the wishes of the local authority concerned and such matters as the time of year chosen for the ceremony. Nevertheless, the ATC should make it an opportunity, whenever possible, to put itself on show to the general public. Therefore, "Freedoms", as a general rule, should be conferred at a parade formed from the ATC Sqn being honoured and supported by other Sqns within the Wg. The ATC Banner would be available for the parade if so required and a Sqn or Wg Band, if available, would be permitted to play.
6. The level of the honour being bestowed would dictate the level of Corps luminaries invited to attend. The Comdt RAFAC should be invited by the civic authority to attend the parade and ceremony of the presentation of an "Honorary Freedom", however, at the Comdt's discretion this may be delegated to the relevant Rgnl Comdt. If it is intended to invite other VIPs, the usual rules for such invitations will also apply. Other dignitaries could attend the presentation of an "Illuminated Address", a "Resolution" or an "Instrument of Adoption". The three aforementioned ceremonies would normally be held indoors. See Annexes A and B for examples of the conferment of "Honorary Freedoms" and other presentations. It must be noted that these examples are not instructions, and the conferment of any honour would be carried out with due deference to the wishes of the civic authority.
7. Financial support for any costs arising as a result of the conferment of an Honorary "Freedom" or any other similar award is not available from HQ RAFAC funding. The budget office at HQ RAFAC cannot authorise any expenditure from entertainment or other funds to assist with Council preferred charges. Consequently, any expenses levelled against a Sqn receiving an honour would have to find the funds from within local welfare accounts.

#### Annexes:

- A. Conferment of the "Honorary Freedom" of a Borough on an ATC Sqn – Example Procedure.
- B. Presentation of an "Illuminated Address", a "Resolution" or an "Instrument of Adoption".
- C. Wing and Squadron Banners.

### **Conferment of the “Honorary Freedom” of a Borough on a ATC Sqn – Example Procedure**

1. In this example the “Honorary Freedom” was conferred to mark the 50th anniversary of the founding of a sqn, but the procedures and ceremonial outlined apply equally to all honorary freedom presentations.
2. A special resolution having been passed by the Council concerned, the form of work used (inscribed on a vellum scroll) was as follows:

“To the Officer Commanding and All Ranks and members of No F ( ) Sqn ATC  
Greetings  
We, the Mayor, Aldermen and Burgesses of the Borough of being desirous of making both the affection in which we hold the Air Training Corps and our admiration for its achievements, and also being desirous of commemorating the 50th Anniversary of the founding of No F ( ) Sqn and of recognising the close ties of friendship between the ATC and the Borough for the past 50 years. Do hereby confer upon the Officer Commanding and All Ranks and members of No F ( ) Sqn the honorary freedom, privilege, honour and distinction of marching through our said Borough on all ceremonial occasions with the ATC Banner and Sqn colours flying and bands playing. In witness thereof we have caused our Corporate Seal to be hereunto affixed on this the day of in the year “
3. On the day of the conferment ceremony:
  - a. The Mayor and Council entertained VIP guests (e.g., Comdt RAFAC and Rgn and Wg personalities) and their partners to a civic luncheon in the Town Hall prior to the parade ceremony.
  - b. The parade was mounted in the Town Square where facilities were provided for VIP guests and other spectators to view the proceedings. The Mayor made a Presentation speech from the dais and handed the freedom scroll to the Sqn CO (or other recipient), who responded with a few words of thanks and appreciation.
  - c. Following the conferment ceremony, the parade marched through the borough with Sqn Colours and ATC Banner flying and bands playing. At a suitable location the Mayor took the salute of the march-past.
  - d. When the march-past was concluded VIP guests, led by the Mayor, proceeded to the Town Hall where tea was served. Parade personnel were also provided with refreshments.
4. The privileges accorded to an ATC Sqn, as defined in the “Honorary Freedom” scroll may then, with the agreement of the civic authority, be exercised on appropriate occasions.

**Presentation of an “Illuminated Address”, a “Resolution” or an “Instrument of Adoption”**

1. Where the proposed civic honour is to be a presentation of any of the above mentioned, it would be inappropriate to hold a large ceremony and parade even though “Presentations” are normally deemed to be the equivalent of “Honorary Freedoms”.
2. In the following example the procedures would be similar for all types of “Presentation”.
  - a. The Mayor and Council entertained the VIP guests to a civic luncheon in a local hotel.
  - b. Guests and members of the public took their seats in an Assembly Hall and were entertained by the sqn band (if available/appropriate).
  - c. The Council, accompanied by VIP guests entered the Assembly Hall and were seated on the platform.
  - d. The ATC Banner and Sqn Colours (if appropriate) were paraded into the Hall.
  - e. The Mayor called upon the Town clerk to read the notice convening the meeting and the text of the presentation.
  - f. The Mayor presented the “Presentation”, in a casket, to the Sqn CO.
  - g. The Sqn CO (or other distinguished guest) replied on behalf of the Corps.
  - h. The Mayor led the Council and distinguished guests from the Hall.
  - i. The honoured sqn paraded through the Borough streets, supported by a band and the Mayor took the salute from the steps of the Civic Centre.



## **Wing and Squadron Banners**

### **Introduction**

1. A number of Wings and Squadrons have acquired Banners either by purchase with non-public funds or presentation by local Civil authorities, local branches of the Royal Air Forces Association or other organisations. Banners establish identity, enhance public relations and foster esprit de corps and are encouraged. However, because they have not been obtained through long and outstanding service or distinction in battle, and not bestowed by the Sovereign they will not merit the dignities of religious or other ceremonial normally accorded to Queen's Colours, RAF Squadron Standards or the ATC Banner. Moreover, because they will be paraded in public it is essential that they are of an acceptable design, clean, not worn and do not in any way bring discredit on the Corps. Hence the following rules are to be strictly observed:

### **Rules for use of Wing or Squadron Banners**

#### **Design**

2. Existing banners may continue to be used until they wear out but all new or replacement banners are to:
  - a. Be of RAF blue heavy silk or artificial silk.
  - b. Be not larger than 2' 6" on the pike and 3' 6" in breadth.
  - c. Bear the ATC badge in a central position with any local authority badge, RAFA badge or device, in a corner position. No other badge or device is to be included in the design. The squadron name and number or the wing name may be included in the design above or below the ATC badge.
  - d. Be carried on a pike not exceeding 7' in length.

#### **Religious Services**

3. Squadron and/or wing chaplains are to be consulted with regard to any religious services involving Wing or Squadron Banners and in turn, they are to consult their Rgnl Chaplain whenever there is doubt about the correct procedure.
  - a. Wing or Squadron Banners are not to be consecrated but they may be dedicated in a simple service approved by the Rgnl Chaplain.
  - b. With the consent of the minister in charge, Wing or Squadron Banners may be lodged in church or chapel when no longer in use by the Wing or Squadron to which they belong. Formally laying up ceremonies are not permitted but the handing over to or lodging with a church or chapel may be accompanied by a simple service approved by the Rgnl Chaplain provided that the term "laying up" is not used.
  - c. Wing or Squadron Banners are not to be carried into any church or chapel without the consent of the minister in charge. When necessary, the advice of the Rgnl Chaplain is to be sought.

#### **Parading of Wing or Squadron Banners**

4. **Banner Party.** A Wing or Squadron banner party is to comprise a cadet bearer and two cadet escorts, all unarmed. They are to be smart in appearance and drilled in their duties.

5. **Occasions for Parading Wing or Squadron Banners.** Wing or Squadron Banners may be paraded on all official parades including those conducted in the presence of Royalty, representatives of Royalty and the Air Officer Commanding. They are not to be carried when the ATC Banner is paraded.

6. **Compliments.** Wing or Squadron banners are not to be accorded either general or individual salutes, but a parade should be called to attention when a Banner is marched on and off the parade ground and spectators are to be asked to stand.

#### **Drill Instructors for Parading Wing or Squadron Banners**

7. Subject to the foregoing rules, particularly paragraphs 4 and 6, the drill contained in the relevant ACTO is to be adapted to the parading of Wing or Squadron Banners.

#### **Authority to Obtain Wing or Squadron Banners**

8. Nothing in the design condition or parading of Wing or Squadron Banners is to reflect unfavourably on the name and dignity of the Corps. Therefore, new Banners are not to be obtained without prior authority of the Rgnl HQ (through Wg HQ in the case of a Squadron Banner) and applications are to include a description and drawing of the design. If the Banner is to be presented by a local authority or by local branch of the RAFA or other organisation, details are to be also included.

#### **General instructions**

9. Squadron Commanders are to ensure that before any Banner is paraded it is of good condition to appear in public.

10. Wing Commanding Officers are to satisfy themselves that their squadrons' banners meet the requirements and spirit of these regulations.

## Personnel Instruction No 109

### Form 90 – Cadet Forces Identity Card for Uniformed Staff and Membership Cards

#### Cadet Forces Identity Card

1. Only Officers and WO/SNCO who hold a BPSS and SC vetting clearance will be issued with RAF Forms 90. The use of MoD F90 ID Cards by CFAV uniformed staff is strictly for those occasions when CFAVs are conducting Air Cadet tasks/duties and attending social events. Individual(s) must not use their MoD F90 ID Card(s) to support their civilian or private employment, or for personal gain in order to bypass a Military Establishments' Control of Entry requirements. Any breach in this direction may result in the removal of the individual from that Military Establishment, along with their MoD F90 ID Card.
2. In all other cases where access to RAF Stations is required by civilians in the ATC, an application is to be made by the Wing HQ, or by the Commanding Officer of a Gliding Squadron to the Station Commander for the issue of a temporary pass.

#### Form 90 – Cadet Forces Identity Cards

3. The Form 90 is the official identity document issued by the ID Production Centre to all uniformed adult members of the RAFAC.
4. **Initial Issue of RAF Form 90.** The applicant is to complete F1024C and forward it, together with a photograph (see para 7 below), to HQ RAFAC (People Ops). Authorising signatories should annotate on the form that a BPSS has been completed. Under **no** circumstances, should the application be sent direct to the ID Production Centre. When received from the ID Production Centre the new Form 90 will be despatched by HQ RAFAC to the individual's unit for issue.
5. Application for re-issue or replacement of Form 90 is to be made on Form 1024C to HQ RAFAC through the Wing HQ (or equivalent). Completed Forms 1024C are to be transmitted as personal documents.
6. **Photographs.** Form 1024C is to be accompanied by one colour photograph showing a good likeness of the applicant and conforming to the following requirements:
  - a. **Photographic paper.** The photographic paper used must be no heavier than single weight bromide.
  - b. **Extent of image.** The photograph is to be of the head down to the knot of the tie. The image is to be as large as possible within the limits 42mm x 32mm.
  - c. **Position.** The position of the applicant is to show full face in repose; smiles and all other transitory expressions are to be avoided.
  - d. **Dress.** Applicants are to be in uniform. This is defined as Wedgwood blue shirt and black tie without hat. Jackets or pullovers should not be worn.
  - e. **Background.** A plain white or light-coloured background is to be used.
  - f. **Size and attachment to Forms 1024C.** Photographs are to be cut to the size of the aperture and glued to the application form. When doing so, great care is to be taken to ensure the photograph is positioned within the frame of the form to show the area at sub-para c above.
  - g. **Marking of photographs.** Photographs are not to be marked so that they are indented in any way. If it is necessary to identify the photograph prior to its attachment to an application form, the back may be marked lightly. Ideally the photograph should be placed in an envelope that is suitably annotated with the necessary detail. Photographs that are indented in any way will be returned to units as indentations affect the quality of reproduction in the engraving process.

h. **Rejects.** Photographs produced by machine process are not normally acceptable. Photographs received that are of poor-quality definition or do not comply with the requirements in sub-para a to g will be rejected.

7. Photographs are to be taken by RAF photographers where possible and must conform with the requirements of the Identity and Passport Service (IPS). Details are available on the Direct Gov website:

<http://www.direct.gov.uk/en/TravelandTransport/Passports/index.htm>

8. Forms 90 should be transmitted as personal documents.

9. When the applicant collects Form 90, the unit issuing authority is to ensure that:

- a. The personal description and/or photograph is accurate.
- b. Any receipt, or record card, requiring signature is signed at the time of handover.
- c. The recipient is informed of the procedures governing the use, return or loss of Form 90.

If the personal description, photograph, or other detail is incorrect the Form 90 and receipt or record card is to be returned to HQ RAFAC without delay.

10. Form 90 is to be replaced in accordance with this leaflet whenever:

- a. An officer is appointed to the rank of Squadron Leader and subsequent ranks.
- b. Any part of the name of the officer has changed, e.g., by marriage, deed poll etc or when his personal description or appearance has undergone any significant change from that shown on the document.
- c. It has been lost by the officer or becomes dilapidated.
- d. The expiry date, as detailed on the ID, has been reached.

11. Form 90 is to be withdrawn in the following circumstances:

- a. On termination of commission/appointment, resignation, retirement, death, or suspension.
- b. On issue of a replacement.

12. In the event of loss of F90 the following action must be taken:

- a. Inform superior officer and/or Wing HQ.
- b. Inform civil police.
- c. Complete the Loss Report form (Pers Form 1-03) and forward to HQ RAFAC (People Ops) without delay.

13. **Check of Forms 90.** Despite it being unnecessary to hold a 100% annual check on Forms 90 it remains a Security Document and as such, is to be safeguarded. It is essential that:

- a. Holders continue to have valid requirements to retain F90.
- b. Their custody is properly safeguarded.

To attain these objectives, it is imperative that Commanding, or superior Officers ensure that Forms 90 are withdrawn immediately holders cease to have a valid reason to retain them, and that losses (see

para 13) are reported immediately. COs are to institute periodic snap checks to ensure that Forms 90 remain in possession of the rightful holders.

14. **Destruction of Forms 90.** Forms 90 withdrawn in accordance with para 12 may be destroyed locally by Wing HQs, as RESTRICTED documents, by burning or cutting into small pieces and HQ RAFAC (People Ops) are to be notified of all destructions. Alternatively, the card can be returned to HQ RAFAC (People Ops) for disposal.

### **Travel abroad**

15. Personnel to whom a Form 90 has been issued are not to take the Form with them if they proceed abroad (including Eire) unless travelling on Corps duty. Arrangements are to be made for the Form to be kept in safe custody during the holder's absence and in the case of Northern Ireland personnel, this is to be at the Wing HQs.

### **Loss of Military F90 ID Card.**

16. There is now a requirement to report the loss of a F90 ID card via a Security Incident Report (eMSF) in line with JSP 440 protocols. Such losses are to be electronically recorded via the following link:

<https://blackthorn.ahe.r.mil.uk/MSIRS/>

As this link is designed for use by MODNET users only, it is envisaged that any loss is reported as follows:

- Sqn, Wg and Rgn CFAV will be through HQ Wg or Rgn staff.
- CCF(RAF) will be through CCF Admin at HQ RAFAC.
- VGS will be through HQ 2FTS Admin.

17. There is no change to the application process for a replacement F90 ID card, but DBS will refuse to issue a replacement ID if a loss has not been submitted via the Blackthorn link. Pers Form 1-03 (including the Blackthorn Reference Number) is to be completed and submitted to HQ RAFAC with any replacement application form.

### **Membership Card for Civilian Instructors, Registered Civilian Committee Members and Padres**

18. Membership cards will only be issued to Civilian Instructors, Registered Civilian Committee Members and Padres, who must hold a current DBS disclosure and have at least 6 months validity left on it at the time of application.

19. It should be noted that this card does not grant automatic access to MoD establishments and that further photographic identification will still be required. Access to an MoD establishment is subject to the permission of the Head of Establishment.

20. **Initial Issue of the Membership Card.** The applicant is to request their initial issue online via Bader SMS. This is located on their SMS personnel record, together with an uploaded passport style photograph (see para 6 below). If the applicant does not have access to SMS, the OC of the Unit can complete the application on their behalf. When approved, the application will be sent to the RAF Cranwell Graphics Department and then be despatched by HQ RAFAC (I-Hub) to the individual's unit for issue. The membership cards will be valid for 5 years from date of issue.

21. **Photographs.** A colour photograph showing a good likeness of the applicant and conforming to the following requirements is to be uploaded to SMS at the time of application:

- a. **UK Identity and Passport Service (IPS).** The photograph is to be of an excellent resolution and must conform to the requirements of the IPS. Details are available on the Direct Gov website:

<http://www.direct.gov.uk/en/TravelandTransport/Passports/index.htm>

- b. **Extent of image.** The photograph is to be of the head shoulders only. The image is to be as large as possible within the limits 42mm x 32mm.
  - c. **Position.** The position of the applicant is to show full face in repose; smiles and all other transitory expressions are to be avoided.
  - d. **Dress.** Applicants are to be in, where possible, RAFAC T-shirts/sweatshirts. If this is not possible, a shirt and tie for male personnel and open collared blouse for females.
  - e. **Background.** A plain white or light-coloured background is to be used.
  - f. **Rejects.** Photographs uploaded that are of poor-quality definition or do not comply with the requirements in sub-paras a to e will be rejected.
22. Throughout the application process for a Membership Card, OC Sqns are to authorise the true likeness of the photograph before approving it ensuring that:
- a. The personal details and photograph are accurate.
  - b. Any receipt, or record card, requiring signature is signed at the time of handover.
  - c. The recipient is informed of the procedures governing the use and return of the Membership card. If the personal description, photograph or other detail is incorrect the Membership Card and receipt or record card is to be returned to Wing or Region without delay.
23. The Membership Card is to be replaced in accordance with this Instruction whenever:
- a. Any part of the name of the holder has changed by marriage/deed poll, or when his personal description or appearance has undergone any significant change from that shown on the document.
  - b. It has been lost by the individual or becomes dilapidated.
  - c. The expiry date, as detailed on the card, has been reached.
24. The Membership Card is to be withdrawn in the following circumstances:
- a. On termination of appointment, resignation, retirement or death.
  - b. On issue of a replacement.
25. The Membership Card is to be returned to either Wg or Rgn HQ when a CFAV is under suspension.
26. **Check of Membership Cards.** Despite it being unnecessary to hold a 100% annual check on Membership Cards it remains a Controlled Document and as such, is to be safeguarded. It is essential that:
- a. Holders continue to have valid requirements to retain the Membership Card.
  - b. Their custody is properly safeguarded.

To attain these objectives, it is imperative that Commanding, or superior Officers ensure that Membership Cards are withdrawn immediately when holders cease to have a valid reason to retain them, and COs are to institute periodic snap checks to ensure that Membership Cards remain in possession of the rightful holders.

27. **Destruction of Membership Cards.** Membership Cards withdrawn in accordance with paras 7 and 8 may be destroyed locally by Wing or Region HQs, as Official documents, by burning or cutting into small pieces.

## Personnel Instruction No 110

### Transfer of Personnel Between Units of the RAFAC

#### Introduction

1. Officers, WO/SNCOs, civilian instructors and chaplains are appointed for duty at a specific unit of the Air Training Corps and should not be transferred between units without their consent. However, such a transfer may be considered in the following circumstances:
  - a. At the request of the individual.
  - b. When a move is considered to be in the interests of the ATC.
  - c. When a move could improve the long-term ATC career prospects of the adult concerned.
  - d. In extenuating circumstances, the chain of command may deem it appropriate for a CFAV to take an Extended Leave of Absence (ELA), however, ELA is not to be utilised in lieu of suspension. Volunteers under suspension are, therefore, not entitled to request an ELA and volunteer's exercising their right to an ELA will, if suspended, have their Bader status amended accordingly.

#### Authority to Transfer between Units

2. The approval of a transfer between units in the Air Training Corps is vested in:
  - a. Wg COs - for internal moves between Squadrons within a Wing.
  - b. Wg COs, OC 2FTS for all external moves between ATC Sqns, VGSs and CCF (RAF) sections. All such moves are subject to the recommendation of the losing and/or gaining RAFAC authorities mentioned above. In the event of a disagreement between Wings/other RAFAC related units, HQ RAFAC (SO2 People Ops) will arbitrate after consulting the Service Record of the individual concerned.
  - c. HQ RAFAC (SO2 People Ops) - for transfers between Volunteer Gliding Squadrons.
3. If a CFAV wishes to transfer to a Unit in a location some distance away from their place of residence and does not relocate to the new area, ACP 300 FI 311 should be referred to. Individuals must obtain authority to travel prior to participating in any activity or event being carried out and should note there are limited travel funds available for participating in activities or events that exceed approved travel limits.
4. Where a CFAV has reached the normal upper age limit of 65 years and are subject to annual extension reviews, a transfer request will only be authorised if there is at least 6 months remaining service in place or the losing chain of command authorise an extension to allow a transfer to progress. Gaining units are not authorised to accept and extend a CFAV when they have no knowledge of them prior to receiving the request.

#### Transfer within a Wing (Internal Transfer)

5. An adult member of staff wishing to transfer to another Squadron within a Wing is to complete Pers Form 1-04. The losing squadron commander is required to certify that the move has not been initiated as a result of misbehaviour or misconduct on the part of the adult concerned.
6. The losing squadron commander is to forward the proforma electronically to the gaining squadron commander who is to complete their section and send the form electronically to Wing Headquarters.



7. If the application is approved, the Wing Commanding Officer is to sign and forward electronically it to HQ RAFAC (People Ops). If the Wing Commanding Officer does not approve the application, they are to write to the individual concerned explaining his reason(s) with information copies to the proposed losing and gaining Squadron Commanders.

8. When a transfer to another unit is considered to be in the best interests of the Air Training Corps, Pers Form 1-04 is to be completed by all concerned at the appropriate section. If the transfer has been initiated as a result of misbehaviour or misconduct on the part of the adult concerned, the Wing Commanding Officer is to include a covering note to certify that action in accordance with ACP 20, PI 118 has been taken. Additionally, transfers as a result of P1 issues may be annotated on either the Verbal or Written Warning, or the Admin Report, so that all actions can be concluded at the same time.

### **Transfer between Wings**

9. An adult member of staff wishing to transfer between Wings is to complete Pers Form 1-04. Such a request is generally the result of a change of employment and home.

10. The losing squadron commander is to certify whether or not the applicant has been the subject of action under ACP 20, PI 118 during the previous four years. After completion the proforma is to be forwarded electronically to the losing Wing Headquarters.

11. The officer commanding the losing Wing is to complete the form and forward it electronically to the gaining Wing Headquarters. Where a report has been raised under ACP 20, PI 118 a copy of the report is to be attached to the proforma and the application is to be annotated with the privacy marking "Official – Sensitive Personal". The application is then to be forwarded electronically to the gaining Wing Headquarters.

12. Once the officer commanding of the gaining Wing has completed the form it is to be forwarded electronically to HQ RAFAC (People Ops) for consideration of approval and action.

13. Every effort should be made to identify a new duty unit in advance of the move. However, where this is not possible, the individual is to apply through Volunteer Portal to take an ELA for a period of up to 12 months. This period allows sufficient time for the individual concerned to settle their private affairs and identify a new duty unit. If, at the expiry of this period, a new duty unit has not been identified, the deferred resignation will become effective automatically.

14. After attending for duty at a new unit, if, for any reason, the gaining squadron commander does not wish to retain the services of an individual transferred from another Wing, and another duty unit in that Wing cannot be identified, the receiving Wing is to initiate action in accordance with ACP 20, PI 118 and recommend termination of appointment in accordance with AP 1919A, Chapter 1.

### **Transfer between a Wing and a Volunteer Gliding Squadron or CCF (RAF) and vice versa**

15. Adult members of staff wishing to transfer between a Wg and a VGS, CCF (RAF) section or vice versa are to complete Pers Form 1-04. The losing Unit Commander is to complete the proforma which, together with the applicant's Form 5200 (Flying Record) if appropriate, is to be sent to the appropriate losing Wing HQ for approval and any comment before being forwarded to the gaining Unit Commander. In addition, the application is to be accompanied by a Form 5250, if appropriate, to cover the period up to the transfer date.

16. The gaining Unit Commander is to complete the proforma and forward it to 2 FTS, or to Wg HQ appropriate for comment and approval.

17. Officers who have been commissioned to a CCF(RAF) Unit are not permitted to transfer to an ATC Unit unless they have completed Pers Form 1-04 and been interviewed by the Gaining Rgnl Comdt(as completed for a re-commission application). The completed Pers Form 1-04, along with the written narrative from the Rgnl Comdt can then be submitted to HQ RAFAC (People Ops) for action.

18. After all actions have been completed it is to be passed to HQ RAFAC (People Ops) for action.

## **Transfer between Cadet Forces, Regular and Auxiliary Armed Forces**

19. There is no formal transfer process to allow a member of any other Cadet Force, Regular or Auxiliary Force to transfer direct to the RAFAC. Anyone wishing to become a CFAV within the RAFAC is to apply in accordance with the instructions contained in PIs 201, 301 or 401. However, such applications may be reviewed to consider previous service, experience, seniority, courses attended etc and any adjustments made will be on a case-by-case basis.

## Personnel Instruction No 111

### Extended Leave of Absence(ELA)

#### Introduction

1. It is acknowledged that balancing work, life and volunteering commitments can be challenging and, at times, extremely difficult. To help safeguard volunteers at times when balancing these commitments becomes detrimental to their welfare, CFAVs may apply to take an ELA from their role(s) in the RAFAC.

#### Approval Authority

2. All CFAV may apply to take an ELA of between 3 and 12 months, where this is agreed by or on behalf of the Rgnl Comdt (RC), however, requests for greater than 12 months in duration will only be approved on exceptional grounds.

3. In extenuating circumstances, the chain of command may deem it appropriate for a CFAV to take an ELA, however, ELA is not to be utilised in lieu of suspension. Volunteers under suspension are, therefore, not entitled to request an ELA and volunteer's exercising their right to an ELA will, if suspended, have their Bader status amended accordingly.

#### Non-Qualifying Service

4. When on an ELA, CFAVs are not eligible to attend courses of instruction, annual camps or RAFAC activities unless, for extraordinary reasons, prior approval is granted by HQ RAFAC (SO2 People Ops). Accordingly, time spent on an ELA is not considered to be qualifying service towards promotion, the Cadet Force Medal or Clasp (Uniformed Volunteers) or a Long Service Award (Non-Uniformed Volunteers).

#### Applications to take an ELA.

5. Volunteers electing to take an ELA should apply through Volunteer Portal. Once an application has been submitted, uniformed CFAVs are to return their MOD 90 ID Card to their administering WHQ within 10 working days.

#### Contact & Welfare Support

6. During their ELA volunteers are encouraged to keep links with friends and colleagues in RAFAC. To facilitate this volunteer's will retain access to the Volunteer Portal and access to email, SharePoint and Learn, however, to provide a break from unnecessary email traffic volunteers may wish to consider deleting RAFAC email accounts from their personal devices.

7. Volunteers on an ELA also remain eligible to the same range of welfare support as their active volunteer counterparts: details of this support can be found in [ACP 06](#) and [Wellbeing and Resilience Resources for Adults](#).

#### Ending ELA

8. Volunteers wishing to end a period of ELA earlier than anticipated, should write to their administering WHQ advising them of their intentions at the earliest opportunity. In all other cases, the administering WHQ will contact the volunteer approximately one month prior to the end of the period of ELA, to ascertain their intentions.

9. If the volunteer does not wish to continue volunteering, email confirmation is to be sent to WHQ, who will then action the CFAV's resignation from the RAFAC, effective from the first day of the ELA.

10. If the volunteer wishes to return to an active volunteer role within RAFAC, email confirmation is to be sent to WHQ, who will then action the CFAV's return, effective from the last day of the ELA. CFAV's

out of date mandatory training or required to renew their DBS/PNC disclosure in accordance with ACP 4, Chapter 8 Para 17, will be suspended in accordance with PI 115, pending completion of the necessary training and/or clearance checks.

### **Failed to Engage**

11. Any volunteer failing to specify in writing their intentions at the end of their ELA, within 1 calendar month of their ELA expiry date, will be called upon to resign in writing. If the volunteer does not resign or specify their intentions to return to an active role, within 14 days of receipt of the written call to resign, their resignation will be affected compulsorily without such application.

## **Personnel Instruction No 112**

### **Wing and Regional Chairpersons**

#### **References:**

- A. ACP 11.
- B. AP 1919, Chapter 1.
- C. ACP 300, FI 318.

1. In accordance with References A and B, Wing and Regional Chairperson hold official posts within the RAFAC and need to be formally appointed by HQ RAFAC (People Ops) and issued with a computer/service number. This enables the Chairperson to claim certain administrative expenses in accordance with Reference C.
2. Notification of a new appointment should be made on Pers Form 1-06 and submitted to HQ RAFAC (People Ops) in hard copy format, with another copy sent to HQ RAFAC (Infra Department) in order for Unit records and ACP 8 to be amended.
3. A Chairperson cannot be appointed if there is already an incumbent in the post; notification of any chairperson leaving the organisation, for whatever reason, should be forwarded, in writing, to HQ RAFAC (People Ops) by the appropriate Wg or Rgn HQ immediately it is known. It is understood that a post may be vacant for a period of time after one chairperson leaves and before another is elected, but if a smooth takeover can be done, details must be added to the form so the process can be actioned as a whole.

## Personnel Instruction 113

### Notification of Significant Occurrences to HQ RAFAC

#### Introduction

1. When an occurrence affecting any individual involved with the RAFAC (including a cadet) is likely to attract ministerial or any type of media interest, HQ RAFAC are under remit to inform HQ AIR and Comdt RAFAC as quickly, and in as much detail, as possible. The Personnel Casework Team at HQ AIR subsequently inform principal officers within HQ AIR and MoD who facilitate the briefing of ministers and the handling of media enquiries when necessary. To that end, a 'notifiable occurrence' system is used so that both the requirements of HQ RAFAC and of MoD/HQ AIR are met.

#### Notifiable occurrences

2. **Notification of significant occurrences (Safeguarding & General Notifiable Occurrence Form ATC and CCF(RAF)).** Refer to IBNXXX/2024.

3. **Notification of death (Pers Form 1-08).** It is important to ensure that any death occurring within RAFAC for a CFAV, cadet or civilian committee member is reported to HQ RAFAC at the earliest opportunity. Initial notifications should be submitted ideally within 1 working day and updated as required when additional information is known. Completed forms are to be sent to HQ RAFAC (People Ops) only in the first instance but copied to the Safeguarding Team if the death involves a cadet or staff cadet. As part of this notification process, HQ RAFAC will coordinate the following actions:

- a. Upon receipt of a Pers Form 1-08, Pers staff will ensure the information is distributed both internally and externally as required.
- b. Rgnl Comdts (or equivalent) will be asked to send a suitable letter of condolence to the nominated NOK on behalf of the Comdt RAFAC and the RAFAC.
- c. Electronic systems will be updated for personal records.
- d. HQ will monitor and record all deaths and causes of death for reporting purposes.

4. **Primary point of contact.** HQ RAFAC (SO2 People Op) is responsible for the staffing of notifiable occurrences within HQ RAFAC and to higher authority. Notifications and questions should be addressed to SO2 Personnel in the first instance, or the relevant HQ RAFAC Caseworker in their absence. Separate notifications are not normally required to be sent to HQ RAFAC Media Comms Department, as they are part of the staffing process within HQ RAFAC, unless the incident has the potential to attract urgent local or national media interest and cannot wait for normal reporting action to be taken.

5. **Format.** Notifiable occurrences are to be sent to HQ RAFAC (copy to the relevant Rgnl Comdt, where applicable) by urgent e-mail using the appropriate forms and, where possible, within 1 working day of the incident. An initial report is to be made, followed by more detailed information when available. Updates are required as cases develop.

## RAFAC VOLUNTEER CODE OF CONDUCT

This Code of Conduct has been developed in conjunction with RAF Air Cadets (RAFAC) 'Safeguarding and Child Protection', 'Personnel' and 'Ethos, Core Values and Standards' policies and procedures. It should be read and used in conjunction with said RAFAC policies and procedures



RAFAC needs individuals who will respond to a demanding challenge, who aspire to the required standards of excellence, who share a sense of commitment and who understand our core values. By becoming a RAFAC Volunteer, it's important you are clear about the commitment and correct approach required to carry out your duties and expected code of personal conduct in doing so. Please use this Code to support you in your volunteer role.

### **Your Volunteer Code explains what is expected of you at all times.**

This is RAFAC's expectation of how you work and interact with others in RAFAC (including staff, CFAV, Staff Cadets and cadets) and members of the public (including parents, guardians, carers, external organisations and agencies), both on and off duty. The Volunteer Code is in addition to the RAFAC Adult Volunteer Agreement, the latter of which is your acceptance of the RAFAC's values, specific rules and regulations.

Following the Code will help you know that you are always doing the right thing and conducting yourself in the right way. It will remind you of the ethos of the RAFAC, centring around its 4 core values: Respect, Integrity, Service and Excellence, and the aims of RAFAC to grow young people's potential, encouraging the spirit of adventure and developing qualities of leadership and good citizenship in cadets.

*Most importantly of all, you will be helping the RAFAC promote a practical interest in aviation and deliver life-enhancing Air Cadet experiences that will equip young people to contribute to every aspect of the national Air, Space and Cyber enterprise, whether in future Service or civilian life.*

### **Your RAFAC Volunteer Code of Conduct**

#### **As a RAFAC Volunteer you must always:**

- Set an example by being a good role model with behaviour and attitudes that demonstrate the highest level of personal conduct that are also consistent with ACP 1- 'Ethos, Core Values and Standards in the RAFAC'.
- Ensure for all RAFAC activities, you comply with RAFAC policy and guidance, all applicable UK laws including legislation and guidance specific to the country your sqn is based.

- Ensure you complete all mandatory training requirements and keep up to date with policies and procedures by re-reading them regularly to refresh your knowledge. Talk to your sqn cdr if you have questions or need to check understanding of training or policy material.
- If you are a CFAV, deliver the RAFAC activity programme, safely and efficiently. When volunteering with adults, provide effective direction and guidance to support them to collectively meet the aspirations of RAFAC.
- Treat everyone with respect and dignity, including respecting a cadet's right to personal privacy in accordance with data protection laws and RAFAC policy.
- Treat everyone fairly and equally in accordance with RAFAC's Diversity and Inclusion policy.
- Communicate clearly and respectfully whether by phone, email, in writing, in person or via other media.
- Work together as a team to promote and safeguard RAFAC's aims and values, working with other RAFAC members, their parents/carers, members of the public and external supporting agencies and organisations.

### **As a RAFAC Volunteer you must not:**

- Act fraudulently or dishonestly.
- Engage in behaviour or conduct which undermines trust or creates division.
- Act in a way that breaches RAFAC policies or do anything which brings, or is likely to bring, RAFAC into disrepute or draw into question the good name of the RAFAC.

### **What happens if I don't follow the Code?**

Where someone doesn't follow the Code, RAFAC will take the matter seriously and processes exist to investigate any cases of misconduct or unacceptable behaviour. Ultimately, breaches of the Code can lead to individuals being removed from positions of responsibility or asked to leave the organisation.

#### **Remember**

It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect.

All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control.



## **Personnel Instruction No 116**

### **Non-Attendance Procedure for all CFAVs**

#### **References:**

- A. ACP 20 PI 202.
- B. ACP 20 PI 302.

1. References A and B state that commissioned officers and WOs/SNCOs should attend for not less than 12 hours in any one calendar month on official and semi-official RAFAC activities pertaining to their primary appointment.
2. Although there are no set parameters on attendance for Civilian Instructors, Civilian Gliding Instructors, Chaplains or Service Instructors, their attendance should also be monitored. If personnel fail to attend their Unit for an extended period (over 3 months) then OCs should try to make contact with them to seek their future intentions. Unauthorised absences of more than 3 months should be dealt with immediately to ensure that ineffective CFAVs are removed from strength at the earliest opportunity.
3. All CFAV attendance should be formally recorded on Bader and any periods of non-attendance should be investigated. Unless the CFAV has been granted an Extended Leave of Absence, voluntary absence, sick leave from their main employment or has a justified and approved reason for not attending RAFAC activities, OCs are to contact the CFAV, initially verbally, and followed up by written correspondence (sent Recorded Delivery) to ascertain the reasons for their non-attendance. Details of all attempted contact should be recorded and filed accordingly.
4. Should any CFAV fail to respond to any contact, nor complete the required forms, then a short report for non-attendance (Pers Form 1-15) may be completed and submitted in hard copy format to HQ RAFAC (SO3 People Ops) for consideration. Copies of all correspondence should be attached as evidence to support the lack of contact.

## Personnel Instruction No 120

### RAFAC Confidentiality Policy

#### RAFAC Confidentiality Statement

1. RAFAC is committed to providing a safe environment for young people and volunteers. RAFAC recognises that trust is essential for good youth work and is the foundation for all relationships within the organisation. Maintaining confidences is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns. In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information.

#### Young people

2. Young people can expect that any information they give to an adult is treated as sensitive and confidential and will not be shared **unless**:

**The adult believes that the young person, or another person, is in danger or is being harmed or that they are involved, or plan to become involved in acts of terrorism.**

3. In this case, the young person will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this. Adults cannot promise confidentiality and can never keep secrets which are of a safeguarding concern or that suggest someone is suffering harm. They have a duty to report their concerns to the appropriate authorities. Adults will be honest about who they have told and what they have told them, and they will support the young person, if they need to tell another professional your worries.

4. If a young person tells an adult something which is worrying them, adults will take what they have said seriously, they will listen to the young person and may take notes, and they may ask some clarifying questions, recognising that it can be difficult to talk about worries either for oneself or worries for someone else.

#### Adults

5. All adults at RAFAC are expected to uphold the organisation's commitment to confidentiality. This means that adults are expected to:

- Keep records, files and documents stored in a safe and secure manner.
- Not discuss any information given by a young person in confidence, unless they have a child protection concern, or the young person gives their permission
- Tell a young person when information cannot be kept confidential (ie. a child protection concern)
- Encourage a young person to talk to other people (eg. parents or guardians) or professionals where they feel it would be in the young person's interest.

6. Adults can expect that the organisation will:

- Provide them with a suitable means for storing confidential documents.
- Ensure that their own information (eg. medical or emergency contact information) is stored securely, is kept confidential and only seen by colleagues in relation to their role.
- Safely destroy personal information when the adult ceases to volunteer for the organisation.
- Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued)
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## **Parents/Guardians**

7. Parents/Guardians of young people attending RAFAC can expect that the information they provide (eg. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose provided (ie. to safeguard the health and wellbeing of the young person)
- Enable RAFAC to ensure that parents receive information that is necessary eg. newsletters, letters and emails regarding information about upcoming events activities.

**Personnel Instruction No 122**

**Held For Revised Drug Policy (Currently PI 105)**

## Personnel Instruction No 123

### Alcohol Policy for the RAFAC

#### Context

1. CFAV have a responsibility to always ensure that they maintain their ability to safeguard the welfare and best interests of children and young people placed into the trust of the Royal Air Force Air Cadets (RAFAC) by parents and guardians. It is therefore expected that CFAV shall adopt exacting standards of personal conduct in order to maintain the confidence and respect of cadets, their parents and guardians, the public in general and all those with whom they volunteer. Be in no doubt, the consumption of alcohol has high potential to undermine child protection and erode standards of behaviour, judgement, and integrity. Therefore, commanders at all levels shall exercise leadership and moral courage in setting an example within their areas of responsibility.

#### Behaviour

2. Inappropriate behaviour by CFAVs while engaged on any cadet activity is unacceptable in the RAFAC; it will not be tolerated and shall result in administrative action.

#### Policy for Cadets

3. Regardless of age and position, Air Cadets shall not consume alcohol whilst participating in any RAFAC activity, including unit formal dinners and graduations. Similarly, Air Cadets shall not consume alcohol while participating in functions arranged by external agencies at which alcohol is served. At such events, a nominated volunteer shall be responsible for monitoring the event to ensure that this policy is upheld, and standards are maintained.

#### Policy for Adult Volunteers

4. CFAVs shall not:
- Be under the influence of alcohol when attending an event representing the RAFAC.
  - Consume, or be under the influence of, alcohol in the presence of cadets or while conducting cadet events or activities<sup>10</sup>.
  - Consume alcohol for a minimum of eight hours preceding participation in any activity, especially driving, with cadets.
  - Undertake any activity with cadets if they may still be under the influence of alcohol, or if their abilities are impaired by alcohol; nor may they be ordered to do so.
  - Consume alcohol whilst in military, white fleet, contracted hire, unit owned or personal vehicles.
  - Consume alcohol and be responsible for the safe passage of cadets following the event, irrespective of their status or the means of transport to be used.
  - Supply or permit cadets to purchase or consume alcohol, irrespective of their age.

#### Formal Unit Functions and Events

5. Formal unit functions, including dinner nights, are part of the rich fabric of the Armed Forces, and it is understandable that CFAV may wish to hold such events to celebrate success and mark historic

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<sup>10</sup> Except as provided for within paragraph 9 of this Personnel Instruction.

events. Nevertheless, the restrictions at paragraph 4 shall be applied and must be extended to include external guests such as civic leaders or parents of cadets. Put simply, if CFAVs are organising an event where cadets are to be present, alcohol is not to be served.

6. For all formal unit functions, Commanding Officers shall submit an approval request on SMS a minimum of 15 working days prior to the organising unit's OC Wing, or responsible OF5 for Wing and other such formal events.

### **Unit Premises**

7. Alcohol shall not be consumed on RAFAC unit premises. Furthermore, the sale of alcoholic beverages is not permitted on unit premises, or any surrounding area owned or leased by the Ministry of Defence and by inference the Reserve Forces & Cadets Association. Such sale is a criminal offence under the Licensing Act 2003 (England and Wales), the Licensing (Scotland) Act 2005 and the Licensing (Northern Ireland) Order 1996. It is, therefore, specifically prohibited to adapt any area or room within RAFAC Premises for the purposes of using it as a bar.

### **Other Premises**

8. Where possible, CFAV shall avoid taking cadets to locations where alcohol is available; however, there may be legitimate reasons where this is not possible dependent upon the nature of the venue. On these occasions the policy provisions of this Personnel Instruction still apply to all.

### **Adult Volunteer Policy Exceptions**

9. When attending events, activities, courses and functions at the locations listed below, CFAVs may, when off duty and (where applicable) out with the necessary supervisory ratios detailed in JSP 814 (repeated in ACP 237), by exception, consume alcohol in moderation. Albeit any consumption must be undertaken in compliance with the policy stipulations outlined in paragraph 4.c. to 4.f.

- a. External functions<sup>11</sup>.
- b. Military Messes.
- c. Military Training Areas and Deployed Activities.

10. When utilising Military Mess facilities CFAVs shall adhere to military protocol. Officers may not invite Cadet Forces SNCOs and CIs into the Officers' Mess without seeking prior permission from the President of the Mess Committee. Similar rules apply for the Warrant Officers' & Senior Non-Commissioned Officers' Mess, where officers may only visit by invitation and on approval by the Chairperson of the Mess Committee.

11. Alcoholic drinks are specifically forbidden on military training areas and at deployed activities, apart from facilities provided by the on-site catering contractor or otherwise authorised by the Head of Establishment or similarly appointed responsible persons and supplemented by a published set of bar orders.

### **Recording of Responsible Persons Where Exceptions Apply**

12. Details of responsible volunteers shall be recorded on SMS a minimum of 15 working days prior to the event, function, or activity by the organising unit's OC Wing, or responsible OF5 for Wing and other such events. For events held at locations outlined in paragraph 11. applicable bar orders and Head of Establishment permissions shall be included on SMS.

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<sup>11</sup> External functions organised by agencies such as the RFCA, Livery Companies, Civic Leaders and Charities.

## **Terminology**

13. The executive words used in this policy are defined as follows:

- **Shall/Shall not** - where there is no choice in policy.
- **Must/must not** - where there is no choice in law, such as Health & Safety at Work Act.
- **May/could** - permissive verbs indicating an element of discretionary choice.

## Personnel Instruction No 124

### Smoking Policy for the RAFAC

#### Smoking

1. The MoD has a Defence-wide no-smoking policy<sup>12</sup>. Smoking (be it the use of tobacco products, electronic cigarettes or any other device that produces secondary vapour clouds that can be passively inhaled) is prohibited within all enclosed RAFAC, MoD and Armed Forces premises, and in vehicles (including those hired through the Phoenix Contract) and:
  - a. In all workplaces, stores, parade squares, training grounds and ranges.
  - b. Near aircraft, fuel installations, fuel containers and the airfield.
  - c. In any space where “No Smoking” posters and signs are displayed and areas subject to HS&E rules and regulations.
2. Smoking is prohibited on all Regular, Reserve and Cadet Forces premises, irrespective of landlord, and all RAF stations have prohibited smoking ‘inside the wire’. When wearing uniform in public<sup>13</sup> RAFAC personnel and cadets are to ensure that they do not undermine the reputation and discipline of the Armed Forces by not complying with MoD and RAFAC smoking policy.
3. The RAFAC takes the health and wellbeing of its cadets and volunteers very seriously but understands that a minority of volunteers may choose to smoke or vape. Those volunteers who do smoke or vape shall do so out of sight of cadets given the strong influence that can be had over impressionable young people. Moreover, cadets, irrespective of age, shall not smoke or vape while participating in any RAFAC activity.
4. Unit commanders shall implement local smoking policies which take into consideration the risk of smoking and vaping to health and the associated risk of fire from discarded cigarettes and electronic smoking devices. Designated smoking areas shall be signed appropriately to clearly identify where smoking is permitted. Local procedures shall ensure smoking is not conducted in a location that is adjacent or near to occupied premises, fuel storage areas, hazardous chemicals or combustible waste material storage.
5. The RAFAC has a duty to minimise the possible fire hazard caused by the careless discarding of smoking materials and charging of electronic cigarettes and accessories. To this end, unit commanders shall provide suitable non-combustible receptacles to safely extinguish and discard cigarettes, cigars etc. Procedures shall be put in place to empty these receptacles on a regular basis to prevent a build-up of excess waste.
6. Under no circumstances shall charging of electrical cigarettes or their accessories take place on RAFAC premises, via MoD-provided IT equipment or in MoD vehicles.

#### Terminology

7. The executive words used in this policy are defined as follows:
  - **Shall/ Shall not** - where there is no choice in policy.
  - **Must/ must not** - where there is no choice in law, such as Health & Safety at Work Act.
  - **May/ could** - permissive verbs indicating an element of discretionary choice.

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<sup>12</sup> JSP 375, Pt 2, Vol 1.

<sup>13</sup> IAW ACP 20, PI 202 para 20f, PI 302 para 20f and PI 402 para 15f.



## Chapter 2 – CFC Officers

### Personnel Instruction No 201

#### Commissioning into the Cadet Force

##### References:

- A. AP 1919A, Chapter 1.
- B. JSP 814, Chapter 4.
- C. ACP 4.

##### Eligibility for Appointment to a Commission

1. The conditions of eligibility for appointment to a Cadet Forces Commission (CFC) are set out in Reference A. Potential commissioning applicants must fill one of the following criteria:
  - a. Cadets and Staff Cadets will be able to apply to become a CFAV subject to being 18 years of age and having completed post-16 education.<sup>14</sup> The application should be encouraged as CI. By exception, a Wg Board may agree that an applicant is of such an exceptional standard that they could be consider for either SNCO or officer.
  - b. Any person who becomes a CFAV is unable to return to Staff Cadet status.
  - c. Ex RAFAC cadets will not ordinarily be permitted to be a CFAV at the sqn at which they were previously a cadet until they are 20. This is to ensure the most suitable environment to aid the individual's transition from cadet to CFAV. Where an ex-RAFAC cadet wants to be CFAV and ultimately return to their old sqn, it is the new (temporary) sqn who should be involved with the CFAV application (to ensure independent assessment and as the temporary sqn will be holding the new CFAV against their establishment). Exceptions to serve as a CFAV at the sqn they were previously a cadet before the age of 20 (possibly due to geographical issues i.e., a lack of other sqns in the local area or exceptionally, personal circumstances) can only be permitted with the agreement of the applicant, OC Sqn and OC Wg, with necessary records retained on SMS. Where circumstances allow, an air gap of between 6 to 12 months should be considered. In all circumstances, individuals are to be fully supported in the transition from cadet to CFAV; this should include a personal development plan and appropriate mentoring for a period to be agreed by the OC Wg.
  - d. Be serving in the RAFAC, and served at least 12 months, as a non-commissioned officer; WO/FS/Sgt.
  - e. Be serving in the RAFAC, and served at least 12 months, as a Civilian Instructor (CI).
  - f. Be an ex-cadet who has reached the rank of CWO, FS or Sgt and who has served as a cadet for a minimum of 4 years and is aged between 20 and 25. If the time limit is exceeded, ex-cadets must be appointed as either a CI or SNCO, and serve at least 3 months, prior to putting in a commissioning application.
  - g. Under exceptional circumstances, where previous experience and skills are deemed appropriate for CFAV service, Civilian Committee members may be considered for commission if they have served at least 12 months and are known to the chain of command. Requests for such appointments are to be made in writing, with full justification on their suitability to the Rgnl Comdt, who is to then seek authorisation from DCOS Spt at HQ RAFAC.
2. In accordance with Reference B, Regular Armed Forces personnel may not be enrolled as CFAV, although they may help at cadet units as 'Service Instructors'. However, it is permitted for currently

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<sup>14</sup> Cadets may elect to become CFAV at any point from reaching age 18 subject to the set criteria and assessed as suitable.

serving commissioned personnel of other Reserve Forces (including ADC and VeRR) to apply for a CFC commission. The minimum age for an ATC/VGS commission is 20 years or 18 years for CCF(RAF), the maximum age is normally 65 years<sup>15</sup>. The maximum age for conducting solo flying activity within 2FTS is 65 yrs. Uniformed service within 2FTS, beyond 65 years old, will be considered on a case-by-case basis.

### **Application Procedure - Candidates for a Cadet Forces Commission**

3. An individual who has an interest in applying for a commission, and meets the requirements of para 1 above, should approach their Sqn OC to begin the process. The following documents are required; Pers Form 1-10, Starter Checklist, Sqn Cdr narrative, Wg filter interview report (Pers Form 2-05) and a Rgn interview report (Pers Form 2-04). The applicant is to complete Pers Form 1-10 and the Starter Checklist and submit to their Wg HQ via their Sqn OC. The Sqn OC will forward the documents to Wg HQ along with their supporting narrative. Pers Form 1-10 is to be scanned and sent to the Pers Multiuser email account so that Pers staff can make the necessary checks to confirm the process may continue. HQ Pers will confirm, via the Bader Commission Register that the application may proceed. The electronic form will be deleted and not retained at HQ.

4. Wg HQs are to then arrange for a filter interview to take place and the Board Members are to complete Pers Forms 2-05. Details are to be added to the Bader Commission Register.

5. Pers Form 1-10, Starter Checklist, Sqn Cdr narrative and Pers Forms 2-05 are to be sent to Rgn HQ. The Rgnl Comdt will interview the applicant and complete Pers Form 2-04. This is the final recommendation and from which the date of commission will be taken. All paperwork is to be submitted to HQ Pers by Rgnl HQs for action.

### **Application Procedure - Candidates for a Cadet Forces Commission (VGS)**

6. An individual who has an interest in applying for a commission, and meets the requirements of para 1 above, should approach their OC VGS to begin the process. If approved, the OC should provide a short written narrative of recommendation to 2 FTS HQ.

7. Applicants for a commission are to complete Pers Form 1-10, a Starter Checklist and a Volunteer Agreement Pers Form 1-19 if not already done so (uploaded to Bader). If the applicant does not hold a valid criminal records' check then renewal would be required before the application could progress, in accordance with Reference D.

8. The Sqn Commander is to check the application forms and ensure they have been correctly completed before sending all paperwork to 2 FTS HQ. The candidate will then be required to attend a filter interview at 2 FTS HQ. A full report of the filter interview (Pers Form 2-14) should then be completed by the Board members.

### **Application Procedure – Candidates for CCF(RAF)**

9. Applicants for CFC commissions on a CCF(RAF) Section, if not currently employed by the School, must be appointed as a CI for a period of at least 6 months prior to application. Personnel who then wish to take up a CFC commission on the School are to follow the procedures laid down in the paras above following the period of CI service.

10. Potential candidates (filling a school role) should apply by completing the Application Forms (Pers Form 1-10), Starter Checklist and the Volunteer Agreement Pers Form 1-19 (uploaded to Bader). A criminal records disclosure and BPSS (Pers Form 1-01), in accordance with Reference D, will also be required. The BPSS, once completed, is to be retained by CCF(RAF). Once all administrative action has been completed, the paperwork should be sent to the appropriate Test Officer with a request for interview. Following interview, the paperwork is to be sent to HQ RAFAC with the board report, any

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<sup>15</sup> There is no formal upper age limit for adult volunteers, however, uniformed roles do normally serve until an upper age limit of 65. All applications for initial commissions beyond this upper age limit are subject to countersignature by COS Spt, to ensure that they can be objectively and individually justified.

comments and recommendation. Applications where the individual holds an Amber criminal records check should follow the process in ACP 4 and obtain the HQ Safeguarding Teams' approval before submitting completed applications to HQ RAFAC for action.

## **Previously Commissioned Candidates**

11. For previously commissioned candidates, the appropriate process outlined above (less the Wg filter interview where applicable) is also followed. If the candidate is not serving with RAFAC at the time of application, details of the manner (e.g., resignation or dismissal) and rationale behind the candidate departure from RAFAC must be ascertained at interview by the Rgnl Comdt or 2FTS HQ, to ensure that the candidate is now suitable to return to a volunteering role<sup>16</sup>. Confirmation of BPSS, SC, DBS will also be required, and the candidate will need to resign the Volunteer Agreement.

12. Candidates who have previously held a commissioned rank in a branch of the Armed Forces, the Reserves or Auxiliaries, or who have previously been commissioned RAFAC officers are not mandated to attend CIC. However, attendance should be encouraged, if their original CIC or Officer Development Course was attended more than 5 years ago. Rgnl Comdts/2FTS are to state on their interview report that the requirement to re-attend the CIC has been discussed and if the candidate has been advised to attend the CIC.

13. Officers who are granted commissions less than one year after the end of previous commissioned service in the Royal Air Force, the Auxiliary and Reserve Forces will not be entitled to any free issue of uniform or to a cash allowance (unless the new combined scale of free issue and cash allowance items exceeds the old, in which case any differences will be issued).

14. Officers who are granted commissions one year or more but less than 4 years after the end of previous commissioned service will not be entitled to any free issue of uniform (except when the combined scale of free issue and cash allowance items exceeds that of the old, in which case any differences will be issued), but will be paid an allowance based on 50% of the cost of items in the free issue category of their scale, plus 50% of the outfit allowance appropriate to their new commissions. The commissioning allowances currently payable to officers are detailed in RAF GAI 1033.

## **Commissioned Status of Civil Servants in the RAFAC**

15. **Civil Service Staff with a RAFR Civil Component Commission.** The RAFAC has a small number of Civil Service (CS) staff who hold RAFR Civilian Component Commissions. These commissions were awarded linked with particular posts and lasted as long as the incumbent was in that post. As there is now no retirement age for CS, they will retain their CC Commission until they retire from the MoD or leave the position they currently hold in the CS, whichever is the earlier.

16. **CS Staff with a RAFVR(T) Commission.** RAFAC has a small number of CS staff employed within 2 FTS who hold a Reserve RAFVR(T) commissions to conduct aerotow in a civil registered Robin aircraft. These individuals hold an RAFVR(T) commission only to satisfy the requirements of the Air Navigation Order. When these Civil Servant retire, it is expected that they will be replaced with individuals on FTRS contracts, as such no more RAFVR(T) commissions will be awarded to 2FTS personnel.

17. **Historic Role Related CFC Commissions.** Historically, it was deemed advantageous from the Organisation's perspective to permit the incumbents of certain CS positions to hold a commission and carry out some of their responsibilities in uniform. As the Organisation's perspective has changed, when the incumbents of these positions retire from the MOD or leave their current position, their chain of command is to inform Pers Staff (HQ RAFAC) so that the CFC commission can be removed. From that point on, they are not entitled to wear uniform or rank in the pursuance of their CS duties. CS holding a Role Related CFC are eligible to receive Uniform Upkeep Allowance but not Volunteer Allowance.

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<sup>16</sup> Candidates who have been dismissed or resigned from any previous military or cadet force whilst subject to investigation may not be permitted to join the RAFAC, unless it can be proven that the candidate is now suitable to undertake a volunteering role.

18. **CS Staff with a CFC Commission.** It is accepted that members of the CS may choose to volunteer for the Organisation in their spare time. To ensure that no conflict of interest exists between the CS's primary role and their volunteer role, endorsement from the appropriate RC must be granted as part of the commissioning process and upon change of volunteer role. It is essential that those holding dual roles within the Organisation ensure that the capacity in which they attend events is clear and that their roles are not mixed, either deliberately or inadvertently. CS holding the CFC are eligible to receive Uniform Upkeep Allowance and when volunteering, VA and other associated allowances (claims associated with the permanent staff role are to be made via MyHR). On the odd occasion where a CS occupies a position that historically required a CFC commission and a commissioned volunteer role, the highest rank held is to be worn in either role. For example, a CS in a sqn ldr equivalent permanent post holding the CFC who also volunteers as a flt lt would wear sqn ldr rank in both roles but would be paid VA at the flt lt rate.

19. **Primacy of CS TCoS.** RAFAC CS staff will be subject to CS TCoS for their employment. TCoS applicable to either volunteers or Reserves will only be applicable when the CS is demonstrably undertaking a volunteer or reserve role rather than the CS functions for which they are principally employed. Any CS who holds a commission who also volunteer for the Organisation in their spare time and who are concerned about the boundaries between the two should seek advice from their chain of command to ensure they operate within the correct TCoS at all times.

20. **Uniform and Rank.** All CS staff holding a CFC and wearing uniform are to do so in accordance with AP 1358C.

### **Probation, Rank on Entry & Promotion Timelines**

21. Successful candidates will be on probation for the first twelve months. This period of probation can be concluded at any time by either the officer or their chain of command if it is deemed not to be in the best interests of the RAFAC to retain the appointment. Officers who fail to complete the CIC within the first 12 months of appointment may have their commission terminated for failure to abide by the terms and conditions laid down in this policy<sup>17</sup>. Until successful completion of the CIC, successful candidates are to wear the white rank tabs at all times, to indicate they have yet to attend the RAFAC CLS. Only after successful completion of the CIC can the white rank tabs be removed.

22. Potential commissioning candidates will be assimilated on entry, and subsequent promotions, in accordance with Annex A. Promotion to the rank of fg off, the highest substantive rank in the RAFAC, is subject to the provisions of AP 1919A Chap 1. Officers appointed to command a sqn or DF may be considered for accelerated promotion in line with PI 206.

### **External Activities & Waivers**

23. Internal commissioning applicants, such as SNCO, CI, Staff Cadets etc, **may** participate in external activities<sup>18</sup>, provided that they are:

- a. In date all mandatory training.
- b. Hold a valid DBS check.
- c. Have not within the last 4 months returned from an Extended Leave of Absence (ELA).

24. External commissioning applicants are to be managed of on case-by-case basis. This includes those who have:

- a. Previously volunteered with the Organisation.
- b. Previous Military Service (Regular, Reserves, Auxiliaries, or other Cadet Forces).
- c. Been on an ELA for within the last 4 months.

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<sup>17</sup> Unless the exclusions in paragraph 17 above apply.

<sup>18</sup> "External activities" are considered to be off-sqn activities where the probationary officer would be required to act as a fully trained volunteer staff member and have responsibility for cadets, including overnight stays. Attendance of probationary officers on personal training/development courses and Rgnl/Wg trg days is permitted without the need for a waiver.

25. Waiver requests for external commissioning applicants, which outline the facts and risk mitigation measures, should be supported by the OC Wg and submitted in writing to the Rgnl COS. Waivers should only be granted by the Rgnl COS, when following consideration of all relevant factors (e.g. the length of time since they last volunteered with the Organisation, when they last completed CIC (or equivalent), their role in the military, the length of and rational behind their ELA) the Rgnl COS is content that all associated risks can be sufficiently mitigated and the applicant is in date all mandatory training and hold a valid DBS check. RHQ are to maintain a list of all waivers requested and granted.

## **Medical Fitness**

26. **Medical Standards.** There are no set criteria regarding medical standards for commissioned uniformed personnel and accordingly the declaration of a medical condition or physical disability is not an automatic barrier to uniformed service, however, personnel must be medically fit enough to complete and successfully pass the CIC course, allowing for any reasonable adjustments.

27. **Duty of Care.** If a candidate has been released from the Armed Forces on medical grounds or is suffering, or has suffered, from any medical condition or disability this must be stated on the application form and discussed and clarified at the boarding stage of the application process. The boarding stage discussion should focus on the impact and limitations of the condition or disability on the individual's ability to carry out volunteer duties safely, without contravention to any health & safety legislation. This approach enables an informed, case-by-case approach to be adopted in line with the Ministry of Defence's duty of care, not only to cadets, but to the individual themselves, including where appropriate the introduction of reasonable adjustments. That said, by exception, it may be necessary to seek further information by way of a Medical Certificate from a qualified medical practitioner before a final decision can be made, which will be at the individual's own expense.

28. Medical examinations of candidates for appointment to Air Experience Flights will be arranged by 6FTS.

29. Personnel who are being commissioned to fly on a VGS will be required to undergo a medical examination unless they already hold a current military recognised aircrew medical. Medical examinations of candidates for appointment to flying posts on a VGSs will be arranged by HQ 2FTS.

30. For personnel joining a VGS in a ground role, each will be dealt with on a case-by-case basis. A common-sense approach must be adopted in line with our required duty of care, not only to cadets, but to the individuals themselves. If a candidate has been released from the Armed Forces on medical grounds or is suffering, or has suffered, from any medical condition or disability this must be stated on the application form. Any declared condition should, ideally, be discussed and clarified at the application stage. Should further medical advice be required after the declaration by a candidate of a medical condition or physical disability, a doctor's certificate stating that the candidate is fit to carry out the normal duties of an officer will be sought by HQ RAFAC and is to be provided at the individual's own expense. A person will be expected to be medically fit enough to complete and successfully pass the CIC course and if this is not potentially possible then a uniformed position should not be pursued.

## **Bearded candidates**

31. CFC personnel are permitted to wear beards in accordance with current RAFAC Dress Regulations.

## **Resubmission of applications**

32. Normally, a candidate may be recommended for a commission on not more than 2 occasions. If a candidate is not successful at the first attempt and the Comdt RAFAC decides that a further recommendation will be considered between one and 2 years of the candidate's first appearance before a Selection Board, this will be communicated to the Rgnl Comdt, the Wing Commanding Officer, Commandant 2FTS or COS 2FTS. If, at the first attempt, it is decided that a candidate is unsuitable for commissioning the Rgnl Comdt, Wing Commanding Officer, Commandant 2FTS or COS 2FTS will be informed that the candidate is not to be reconsidered.

33. All resubmissions are to be supported by a narrative report based on a filter interview.

**RAFAC Identifier**

34. When corresponding the identifier 'RAFAC' is to be added after an individual's name: for example, *Flt Lt A B Bloggs RAFAC*.

Annex:

A. Entry Levels and Promotion Timelines.

**Commission/Promotion Flow Charts** <sup>19</sup>

**New Entrant – No Previous Experience**

Individuals must be appointed as either a CI or SNCO and serve for at least 12 months prior to commission application.

Attend, and successfully pass the Rgnl selection board.

Commissioned as Plt Off on 12 months' probation.

CIC to be completed during probationary period.

Eligible for Fg Off following 2 years' service.

Must serve at least 2 further years before promotion to a higher rank can be considered. Higher rank only awarded if filling an established post.

UCC to be completed within 6 months of taking up post.

**Ex-Staff Cadet**

Attend, and successfully pass the Rgnl selection board.

Commissioned as Plt Off on 12 months' probation.

CIC to be completed during probationary period.

Eligible for Fg Off following 2 years' service.

Must serve at least 2 further years before promotion to a higher rank can be considered. Higher rank only awarded if filling an established post.

UCC to be completed within 6 months of taking up post.

**FS**

Attend, and successfully pass the Rgnl selection board.

Commissioned as Fg Off on 12 months' probation.

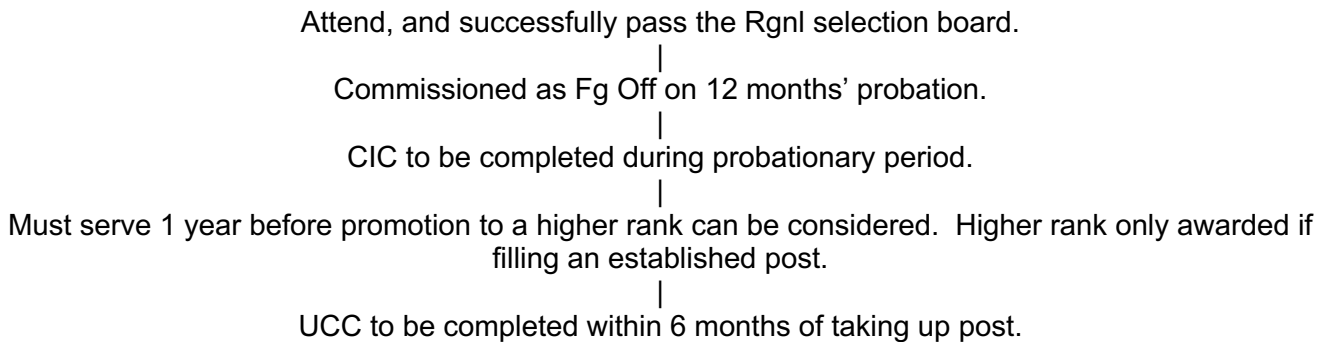
CIC to be completed during probationary period.

Must serve at least 2 years before promotion to a higher rank can be considered. Higher rank only awarded if filling an established post.

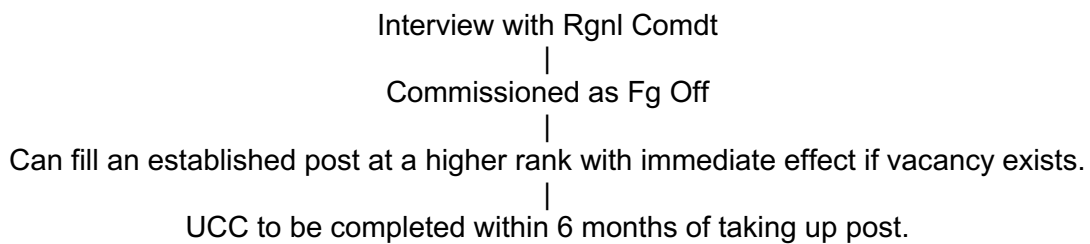
UCC to be completed within 6 months of taking up post.

<sup>19</sup> For officers appointed to command a Sqn/DF see PI 206.

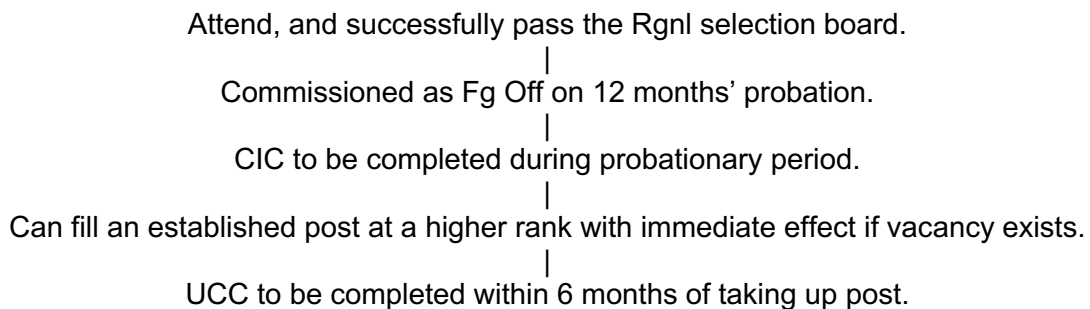
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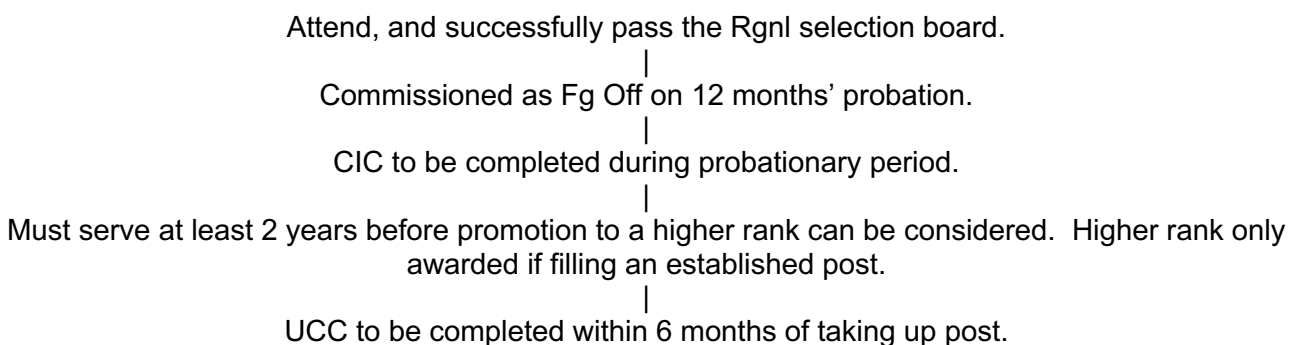
### Ex-Serving Officers – Regular, Reserve, Auxiliary and other Cadet Forces



### Ex-Serving Warrant Officers – Regular, Reserve & Auxiliary



### Ex-Serving FS/Chf Tech/Sgt – Regular, Reserve & Auxiliary





## Personnel Instruction No 202

### Conditions of Appointment – CFC Officers

#### Introduction

1. Officers appointed for service with the RAFAC are granted commissions in the Cadet Forces. CFC officers have no reserve liability and are not subject to call out for service with any of the regular armed forces.
2. CFC officers are initially appointed on 12 months' probation as Acting Pilot Officers and are to successfully attend and complete the Combined Initial Course (CIC) at the RAFAC Command & Leadership School (RAFAC CLS) within this probationary period before they can be formally commissioned into the CFC as either plt off or fg off. Failure to attend, or reach an acceptable standard on, the CIC may result in termination of the commission. Extensions to the initial period of service are made in accordance with PI 203.
3. Service with the RAFAC as a CFC officer is voluntary and part-time at a unit mutually agreed by the individual and their Wing HQ. CFC officers may transfer to other units voluntarily or be moved in the interests of the RAFAC or their personal development in accordance with ACP 20 PI 110. CFC officers may serve supernumerary on other units and may apply to do so on Pers Form 1-11.
4. CFC service is unpaid. However, officers can be remunerated for attendance at annual camps, authorised exercises, courses of instruction, and as otherwise specifically approved by Comdt RAFAC. There is no automatic entitlement to remuneration for any specific RAFAC activity, and regulations are contained in ACP 300. Personnel are considered to be on duty when travelling to/from their unit, when travelling to off-site approved activities or transporting/collecting arms, weapons and ammunition supplies.

#### Responsibilities of a CFC Officer

5. **Child protection policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological, and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC Safeguarding and Protecting Children Policy is detailed and amplified in ACP 4.
6. In addition to the above, it is expected that CFC officers will:
  - a. Acquaint and comply with the policies, rules and regulations of the RAFAC.
  - b. Acquaint and comply with the provisions of ACP 1.
  - c. Comply with such legal instructions as may be given to them in accordance with RAFAC regulations and instructions.
  - d. Endeavor to maintain good order and discipline.
  - f. Proactively support their superiors, by directly raising any concerns as to the conduct or behaviour of other volunteers or cadets which threaten good order, through the appropriate channels at the earliest opportunity.

- g. Complete the necessary learning and training, including courses held at the RAFAC Training Academy within the timescale laid down by RAFAC needed to effectively carry out their volunteering responsibilities.

### **Attendance on ATC Activities by CFC Officers**

7. CFC officers are expected to attend for not fewer than 12 hours in any one calendar month on authorised activities related to their primary role. For officers on VGSs this is interpreted as at least 2 days in any one calendar month.
8. COs are to maintain a record of officers' attendance and of the hours spent on RAFAC activities. Time taken in travelling to RAFAC activities is to be included. The attendance register on Bader is to be maintained and is to be available for inspection as required.
9. If an officer fails to complete the expected period of attendance the CO is to investigate the cause and enter the facts in the attendance record on Bader. The officer concerned will be required to give reasons for non-attendance in writing within 14 days, or as soon as practicable thereafter.
10. If an officer cannot be traced or refuses to give reasons for non-attendance or if they fail for two consecutive months to attend for the required minimum period the CO is to forward a short report together with any comments and recommendations to the appropriate Wg CO. The Wg CO is to report the matter to the Rgnl Comdt. If the officer is not attached to a squadron, their immediate superior is to report the facts direct to HQ RAFAC (SO3 Casework). In the case of the non-attendance of a squadron CO, the Chairperson of the Squadron Committee should inform the Wg CO who is to report the facts to the Rgnl Comdt.
11. If the Rgnl Comdt is not satisfied with the officer's reasons for non-attendance or decides that there is a prima facie case of non-attendance they are to recommend to the Comdt RAFAC that the individual's appointment be terminated. This recommendation should be made in accordance with PI 116 giving brief details of the non-attendance and explaining what action has been taken to contact the officer concerned. If it is impracticable to advise the subject of the report of the action being taken at interview the individual may be advised by letter.
12. **Voluntary Absence.** Wg COs/HQ 2FTS may grant a CFC officer voluntary absence from RAFAC duties for sickness, maternity/paternity leave or any other personal reason, however, individuals wishing to take a voluntary absence exceeding 3 months in duration should apply for an Extended Leave of Absence (ELA) via the volunteer portal.
  - a. It should be borne in mind that any CFAV, officially signed off sick from their primary employment, should not attend any RAFAC activity. However, where it is deemed by medical professionals that attending the RAFAC is aiding their recovery or is beneficial to their ongoing welfare, HQ RAFAC (SO2 People Ops) is to be advised, who will consider such requests on a case by case basis.
  - b. Prospective parents are entitled to up to 12 months of voluntary absence, commencing from no later than 2 weeks before the due confinement date. In the case of both parents being RAFAC CFAVs, they should outline on their ELA applications their intention to share the 12 months of voluntary absence. This is, however, entirely a personal choice.
  - c. For new adoptive parents of children up to the age of 5, the same maternity/paternity entitlements apply, with entitlement to absence starting from 2 weeks prior to the official date of adoption.

### **Extended Leave of Absence (ELA)**

13. CFC officers may apply for an ELA in accordance with PI 111.

## **CFC Officers and the Law**

14. CFC officers are subject to civil law and have a duty to uphold it; in this respect they are no different from other citizens. The RAFAC has the right to take administrative action (see para 20 below) in relation to individuals who have brought the RAFAC into disrepute; in some cases, this may lead to a recommendation for the termination of their commission.

## **Local Government, Parliament, and Elections**

15. CFC officers are permitted to take an active part in the affairs of any political organisation, party, or movement. No restriction is to be placed upon the attendance at political meetings of such personnel provided that uniform is not worn, that RAFAC duties are not impeded, and no action is taken which could bring their RAFAC service into disrepute.

16. **Local Government Elections.** Serving CFC officers may accept membership of any local authority and allow themselves to be nominated for election to any such body.

17. **Political Activities in Service Establishments.** All forms of political activity, including political meetings and speeches, are prohibited in Service/RAFAC establishments. No Service facilities, including aircraft and motor transport, are to be used at, or in connection with, any function the purpose of which is to further the interest of a political party or an organisation having controversial aims, nor are Service bands to play at such functions.

## **Ethos, Core Values and Standards of Conduct**

18. The Ethos of the RAFAC is the distinctive character, spirit, and attitude of the Organisation, which together inspire people to pursue the spirit of adventure while providing a framework upon which to build sound moral principles and develop the desire for achievement and self-improvement, and thereby provide example and leadership for the young people of the country. CFC officers should not put themselves or others in compromising or potentially dangerous situations. The Core Values set out in ACP 1 are what are expected of RAFAC officers. By demonstrating these qualities, their standards of behaviour and actions will help sustain the excellent reputation that the RAFAC enjoys within the uniformed Youth Services, RAF, and society at large. They must ensure that they understand these values and uphold them at all times. Failure to do so may result in administrative action, or in more serious cases, referred to the appropriate statutory authority.

19. It is also imperative within the RAFAC to sustain and maintain trust and loyalty between commanders and those they command. This imposes a need for standards of social behaviour more demanding than those required by society at large and any unwelcome sexual attention in the form of physical or verbal conduct; over-familiarity with the spouses, civil partners, partners or families of other RAFAC personnel; displays of affection which might cause offence to others; behaviour which damages or hazards the marriage, civil partnership or personal relationships of RAFAC personnel or civilian colleagues within the wider RAFAC community, and taking sexual advantage of subordinates must be avoided. The RAFAC will not interfere in the private lives of its personnel unless it is absolutely necessary to do so in order to maintain discipline, team cohesion and effectiveness. Any involvement by the RAFAC is based on the following principle: "Have the actions or behaviour of an individual adversely impacted on, or are they likely to impact upon, the efficiency or effectiveness of the RAFAC". Each case will be judged on its merits but those considered serious enough and, having applied the principle outlined in para 18 above, may lead to a recommendation for the termination of an officer's commission.

20. The following list is not exhaustive but, in addition to the strictures above, CFC officers are not to:

- a. Consume alcohol whilst in uniform or on a designated duty or whilst in the presence of or responsible for cadets. Further details can be found in PI 114.
- b. Falsify records, expenses or defraud or attempt to defraud their unit or the RAFAC in any manner.

- c. Carry out private training or business activities on RAFAC premises or use the RAFAC brand or equipment to promote private trading without the consent of the Rgnl Comdt.
- d. Otherwise use RAFAC, ATC, VGS brands or logos (including sqn emblems, standards, crests or badges) without the consent of the Rgnl Comdt or OC Spt Wg or OC Fg Wg (as appropriate).
- e. Give or loan personal money to cadets or other CFAVs.
- f. Smoke (including e-cigarettes) in the presence of cadets and never in public while in uniform.
- g. Promote their own religious, political ideals or beliefs to anyone while on RAFAC duty.

### **Officers Charged in Civil Courts, in Receipt of a Police Caution or Under Investigation by their Employer.**

21. **CFC Officers charged in Civil Court.** An officer who is officially informed that a charge is to be preferred against them by the civil authorities is to report the circumstances without delay to their CO, who will pass the information through the command chain to HQ RAFAC (SO3 Casework). In the event of a conviction, the CO is to submit an Administrative Report in accordance with PI 118. If the officer is found not guilty, a simple report of the case is to be forwarded to HQ RAFAC (SO3 Casework) through the usual channels. Anyone ordered to register as a sex offender is to be made the subject of an Administrative Report in accordance with PI 118.

22. **Procedure for Civil Police Cautions/Fixed Penalty Notices/Anti-Social Behaviour Orders.** A CFC officer who receives a formal caution, Fixed Penalty Notice or Anti-Social Behaviour Order from the civil police, or who is bound over, is to submit a written explanation of the circumstances to their CO without delay. The CO may then initiate any such administrative action that is considered appropriate (if any).

23. **Minor Offences under the Road Traffic Act.** Paras 16 and 17 do not apply if the individual has received a charge or caution for a minor offence under the Road Traffic Act and was not on duty at the time of the offence. "Breathalyser" charges are not to be considered as minor for the purpose of this paragraph.

24. **Enquiry or Disciplinary Hearing by Employer or Professional Body.** If a CFC officer is the subject of a safeguarding/child protection social services enquiry or an investigation and/or disciplinary hearing by their employer and/or professional body (eg. General Medical Council, General Social Care Council, General Teaching Council etc), where there are any child protection implications or where there may be press interest, they are to report the matter to HQ RAFAC (SO3 Casework), through the chain of command.

### **Administrative Action and Procedures**

25. Failure to satisfactorily carry out the responsibilities of a CFC officer as detailed at para 5 above or maintain the standards outlined elsewhere in this Instruction, may result in administrative action being taken in accordance with PI 118.

26. An Admin Report may be raised on any officer who, at any time as a result of information disclosed on an enhanced criminal records check, is considered unsuitable to remain in the RAFAC.

27. **Suspension from duty.** CFC officers will generally be suspended, without prejudice, from RAFAC activities for any act of, or allegation of, serious misconduct or safeguarding issue, or to preserve evidence and/or avoid the potential for access to witnesses. However, before any action is taken to suspend a subject officer, HQ RAFAC (SO3 Casework) is to be contacted to ensure that suspension is appropriate (except for expiration of a criminal records check). If, however, for reasons of safeguarding a cadet or cadets, the immediate suspension of an CFC officer is deemed necessary, HQ RAF AC (SO3 Casework) is to be contacted as soon as practicable following the suspension. The subject officer may

be notified verbally initially of their suspension, but this must always be followed up by letter. See Annex A to PI 115 for a template suspension letter. A suspension may not be lifted without the prior agreement of HQ RAFAC (SO3 Casework) (except for receipt of a criminal records check). A CFC officer who fails to renew their criminal records check before the extant disclosure expires will be suspended, without prejudice, until a new disclosure certificate has been received and acknowledged by their chain of command. Officers will be reinstated by HQ RAFAC from the date of the new disclosure certificate. A specimen letter of suspension for expiration of criminal records check can be found in ACP 4, Annex B to Chapter 8.

28. **RAFAC complaints.** CFC officers who think they have been wronged in any matter relating to their RAFAC service can submit a formal complaint using Pers Form 1-16.

## **Honours and Awards**

29. CFC officers are eligible for State Awards under the Military List, Defence Council Letters of Appreciation (DCLAs) and the range of Commendations available to serving RAF officers (see ACP 3). They may also be awarded the Cadet Forces Medal (CFM) and Clasps in accordance with JSP 814. The award of the CFM is governed generally by Royal Warrant dated 19 November 2001. They may also be awarded other medals and awards as directed by the Ministry of Defence from time to time.

## Personnel Instruction No 203

### Extension of Service for Officers at the Upper Age Limit

#### Introduction

1. The instructions for dealing with applications for extensions of service in the RAFAC are issued for the guidance and compliance of all concerned. The upper age limit for uniformed CFAV is normally 65 years and, although there is no entitlement to an extension beyond that, the chain of command will make their decision based on the needs of the RAFAC. Reviews will be on an annual basis.

#### Extension of Service procedure

2. Extensions of service are processed through the Bader Portals. It is the responsibility of the individual and their Wg HQ (or equivalent) / OC VGS/AGS to monitor those CFAV who are within 6 months of their current service expiry date. Depending on whether they wish to extend for 12 months or relinquish their service, a workflow request is to be initiated by the officer which will be submitted through their chain of command. Rgnl Comdt's/Comdt 2FTS (or equivalent) will be required to approve the request for HQ action.

3. All Volunteer Gliding Squadron (VGS) personnel, whether uniformed or non-uniformed, become ineligible to operate as a solo Captain, and therefore unable to fly with Air Cadets, from their 65<sup>th</sup> birthday. Within 6 months of reaching their 65<sup>th</sup> birthday, they may apply to the Officer Commanding (OC) to remain in either a uniformed or non-uniformed role (e.g., supervisor or winch driver), in line with the requirements outlined in Para 2. The OC VGS is to specify in what capacity extensions will be granted, and provide assurance that the individual remains fit enough, as well as qualified and competent, to undertake the designated position/role. Extensions of service as a CFAV will be approved by Comdt 2 FTS, or a nominated 2 FTS Exec, on a case-by-case basis.

4. As a guide, the following points should be taken into consideration when assessing suitability for service beyond the age limit:

- a. Efficiency.
- b. Sense of duty, loyalty and leadership.
- c. Personal discipline and the capacity to instil it into cadets.
- d. Medical fitness (including Aircrew medical fitness) to carry out the duties expected on an officer on both an ATC unit and an AGS/VGS.
- e. Administrative ability (as distinct from technical ability).
- f. Completion of required/mandatory courses.
- g. Continuing suitability to work with children (criminal records check).

#### Special points

5. In addition, attention is drawn to the following:

- a. Where an officer wishes to extend further, but the request is not approved at Rgn (or equivalent) level, the reasons why are to be clearly explained to the officer through the workflow process.
- b. The normal upper age limit for officers serving on Air Experience Flights and flying cadets is also their 65<sup>th</sup> birthday. Exceptionally, Comdt RAFAC may approve further service, in periods

of up to one year, until their 70<sup>th</sup> birthday and if the officer is a QFI and the extension is for the specific purpose of providing training for adult members of staff.

c. All CFAV are required to maintain, every 3 years, a First Aid Training qualification. Details of which can be found in ACTO 8. Extensions should only be recommended if a CFAV has a current certificate recorded on Bader.

d. DBS criminal records checks must be valid and have more than 6 months remaining from the date of extension. Extension recommendations will remain unactioned until a DBS renewal has been obtained.

## Personnel Instruction No 204

### Promotion, Grant of and Reversions from Acting Rank and Appointment to Executive Posts - CFC Officers

Reference:

A. AP 1919A Chapter 1.

#### Substantive Ranks

1. There are only 2 substantive ranks within the RAFAC – pilot officer and flying officer. Subsequent ranks are honorary and are granted for time served in line with established roles. Officers are promoted to the rank of flying officer in accordance with Reference A.

#### Promotion to Honorary Ranks

2. Any promotion above the rank of flying officer will be in line with Annex A to PI 201, depending on previous service, experience and establishment requirements and will be subject to the provisions of Pers Form 2-09A or B (Promotion Matrix). All CCF(RAF) promotions above the rank of flying officer will be in accordance with the tri-service CCF Regulations.

3. Any exemptions to this published policy or the promotion matrix requirements should be submitted in writing, with full justification against the operational and business needs, to DCOS Support, HQ RAFAC, for consideration on a case by case basis, whose decision will be final.

4. Paid acting ranks may be authorised in accordance with paras 5 - 9 below, in accordance with Annex A to PI 201.

#### Appointments to Executive Posts

5. **Tour Lengths.** The length of tour for executive posts is initially 4 years but extendable by Comdt RAFAC to a maximum of 8 years in post.

6. **Appointment of Squadron Commanders.** When a vacancy occurs for a Squadron Commander, the Wing CO is to nominate a suitable candidate to the Rgnl Comdt on Pers Form 2-07, having completed Pers Form 2-09B. The Rgnl Comdt will notify HQ RAFAC (People Ops) and the Wing CO of their decision. Newly appointed Sqn Cdrs will be expected to attend and complete the UCC at the RAFAC CLS within 6 months of appointment. Those appointed to command a Sqn or DF are to be automatically considered for accelerated promotion in accordance with PI 206.

7. **Appointment of Commanding Officers on Volunteer Gliding Squadrons.** On appointment the appropriate acting (paid) rank may be granted provided the officer has successfully completed the Senior Supervisors Course at CGS. Where this requirement is not met, but the officer is booked on a course within 12 months, acting unpaid rank will be granted. Applications should be submitted to HQ RAFAC using Pers Form 2-11. Upon relinquishing his post, a VGS CO may continue as an instructor subject to the normal rules for extension of service or, having reached the normal retirement age, he may apply to continue as a civilian gliding instructor. In either case, so as to facilitate their successor establishing themselves in post, the former CO must absent themselves from the VGS for a period of not less than 6 months. During this period they may be attached to the staff of another VGS, but where this is not possible, they will be required to apply for an Extended Leave of Absence on the Volunteer Portal. At the end of the 6-month period, the former CO may be permitted either to rejoin their former VGS, provided the current CO is agreeable, or to transfer to another VGS. When a VGS CO has completed their tour or has been replaced at the behest of Comdt 2FTS, their rank will revert immediately to Flt Lt. Once they have been appointed to another VGS or wider RAFAC unit their rank will then match their new post. Due consideration will be made of those appointed before 1 Dec 17 for retention of Flt Lt (paid or unpaid).



8. **Appointment of Chief Flying Instructor - Gliding Squadrons.** When the post of Chief Flying Instructor (CFI) is to be filled on a Gliding Squadron where a A/Flt Lt/Pd CFI post is authorised the OC is to forward their recommendation to OC 2FTS for approval. Officers selected to fill the CFI posts on gliding squadrons may be granted acting flight lieutenant paid rank provided they have successfully completed the Senior Supervisors' Course at CGS. Acting unpaid rank may be granted, in the interim, if the officer is booked on a course within the following 12 months.

**Grant of Acting Flight Lieutenant (Flt Lt) (Unpaid) on a Time Basis  
(AP 1919 CHAP 3)**

9. The granting of acting flt Lt (unpaid) after 9 years qualifying service ceased for all CFC commissions appointed on, or after, 1 Dec 17. Those officers who were granted flt Lt under AP 1919 prior to 1 Dec 17 retained their rank and are subject to the conditions laid down in paras 9-14.

10. Time spent on an ELA does not count as qualifying service for promotion to acting flt Lt (unpaid). Consideration for this promotion should be in conjunction with the completed Pers Form 2-09A.

11. Officers filling posts which qualify them for the rank of flt Lt (paid) or sqn ldr (paid) and relinquish this post for business reasons, change of home address or some other purpose (other than disciplinary) will revert back to fg off rank.

12. An officer who left / leaves the RAFAC in the rank of fg off or above and is subsequently re-commissioned, will revert to current regulations and will not retain any "grandfather" rights relating to the previous commission's terms and conditions.

**Effect on paid acting rank of Squadron reclassification**

13. When a squadron is downgraded, an officer holding paid acting rank higher than that authorised under the new establishment will be allowed to retain it for a period of 12 months. Thereafter, they will revert to the paid rank justified by the new establishment but will be permitted to retain existing rank in an unpaid capacity, their successor will be appointed in the revised establishment rank.

14. When a Wg CO considers downgrading to be the result of negligence or inefficiency on the part of an individual, they may recommend to HQ RAFAC (People Ops), through the Rgnl Comdt, that such an officer should immediately revert to the lower rank.

**Honorary Ranks**

15. Exceptionally, and solely in the interests of the Corps, Comdt RAFAC may appoint suitable officers to the Honorary Rank of Gp Capt in accordance with Reference A.

## **Personnel Instruction No 205**

### **Resignation and Termination of Commissions by CFC Officers**

#### **Resignation of Commissions by Officers on ATC Squadrons**

1. An officer wishing to resign their commission is to apply to their CO in writing stating their reasons and is to complete Part 1 of the Resignation of Commission Form (Pers Form 2-10). Form 90 (Identity Card) is to accompany the resignation documents and the sqn cdr is to ensure that there are no outstanding funds and property for which they are responsible. If the officer is the Squadron Supply Officer, the squadron inventory is to be returned to the parenting station and an independent check carried out by an officer of the Wing HQ's staff prior to the date of resignation of the squadron officer concerned. Thereafter the Squadron Commander is to complete Part 2 of the Resignation of Commission Form and forward it together with the officer's Form 90 (Identity Card), to the Wing Commanding Officer (Wg CO).
2. If a Squadron Commander tenders their resignation, they are to submit it together with the Resignation Form to the Wg CO. Beforehand they are to return the squadron inventory to the parenting station for updating and an independent check is to be carried out by an officer of the Wing HQ staff.
3. If the Wg CO considers the reasons for resignation are contentious, they are to investigate them and add their comments. Two copies of any correspondence arising from a resignation of a contentious nature are to accompany the application.
4. When the Wg CO is satisfied that the requirements of paras 1 and 2 have been met and he has added their own observations at Part 3 of the form, they are to forward it to the Rgnl Comdt together with accompanying documents, if any. The Rgnl Comdt is to satisfy himself that any matters raised have been correctly dealt with, add their own observations at Part 4 and forward the papers to HQ RAFAC (People Ops). In all cases the Wg CO is to certify that the RAF Form 90 has been destroyed at Wing HQ.

#### **Resignations of Commissions by CFC Officers at Wing Headquarters**

5. A Wing Staff Officer (WSO) is to submit their resignation in writing and the reason(s) for it, to the Wg CO and complete Part 1 of the Resignation Form. The Form 90 (Identity Card) is to accompany the form.
6. The Wg CO is to satisfy himself that the officer has returned or accounted for any ATC funds or property held on charge and then complete the form at Part 3. They are to also certify that RAF Form 90 has been destroyed at Wing HQ. The resignation is to be forwarded to the Rgnl Comdt who, if it is for normal reasons, is to add their observations before forwarding it to HQ RAFAC (People Ops).
7. Where the resignation is of a contentious nature (see para 4 above) the Rgnl Comdt is to investigate the matter and add their comments and/or findings. Two copies of any correspondence which has a bearing on the case are to be forwarded with the proforma to HQ RAFAC (People Ops).

#### **Resignations of CFC Officers at Regional Headquarters**

8. Regional Staff Officers (RSOs) are to submit their resignations using Pers Form 2-10 and the reason(s) for it to the Rgnl Comdt. At the same time, they are to forward the Resignation Form completed at Part 1 together with RAF Form 90.
9. The Rgnl Comdt is to satisfy himself that the officer has returned or accounted for any ATC funds or property which he may have held and add their observations at Part 4 of the form and forward it together with RAF Form 90 to HQ RAFAC (People Ops).
10. If the resignation is of a contentious nature, the form is to be accompanied by detailed observations of the Rgnl Comdt together with 2 copies of any correspondence relating to the matter.

## **Resignation of RAFVR(T) Officers**

11. An officer employed at an VGS who wishes to resign is to complete Part 1 of the Resignation Form (Pers Form 2-10) and forward it to their CO together with RAF Form 90. On receipt the CO is to satisfy themselves that any Service property on loan to the applicant has been satisfactorily accounted for; if the applicant holds an inventory, it is to be made up by the parent unit and taken over by another officer. When action is complete the CO is to sign the Resignation Form and forward it direct to HQ RAFAC (People Ops) together with RAF Form 90.

12. If the reasons given by the officer resigning appear to be contentious, they are to be investigated by the CO who is to add their comments and forward relevant correspondence, if any, together with the

### **Summary of Action**

13. By Officer Resigning.

- a. Write to superior officer (Sqn Cdr, Wg CO or Rgnl Comdt as appropriate), giving reasons for resignation.
- b. Complete Part 1 of Resignation Form (Pers Form 2-10) and send to superior officer.
- c. Return RAF Form 90 (Identity Card) to the superior officer.
- d. Ensure return of or account for any funds, property etc for which responsible, including any uniform items issued free of charge.

14. By Superior Officer.

- a. Ensure that the officer resigning returns or accounts for any funds or property for which they are responsible, including any uniform items issued free of charge.
- b. If officer is Squadron Supply Officer or if it is the Squadron Commander who is resigning, return squadron inventory to parenting station and arrange for an independent check to be carried out by an officer of the Wing HQ staff.
- c. If the resigning officer is a Squadron Commander, the Treasurer of the squadron committee is to complete a satisfactory Inventory check.
- d. Where the resigning officer is a Squadron Officer, the Sqn Cdr is to complete Part 2 of the form.
- e. Forward resignation documents to the Wg CO.

15. Wing Commanding Officer.

- a. Satisfy yourself that the officer has been correctly cleared from the Sqn or if a WSO, from the Wing.
- b. Return RAF Form 90 (Identity Card) to HQ RAFAC (People Ops).
- c. If the resignation is of a contentious nature, investigate the matter and add your observations and obtain 2 copies of any relevant correspondence.
- d. Complete Part 3 of the form.
- e. Forward Resignation Form and all relevant papers to Rgnl Comdt.

16. Rgnl Comdt.

- a. When contentious resignations received from Wing, add your observations and forward to HQ RAFAC (People Ops).
- b. Resignations of RSOs. Ensure that a RSO who wishes to resign has correctly cleared from all their holdings of cash and equipment and has returned their RAF Form 90.
- c. Complete Resignation Form at Part 4.
- d. Forward Resignation Form together with RAF Form 90 to HQ RAFAC (People Ops).
- e. In the case of a contentious resignation by a RSO record your observations, obtain 2 copies of all relevant correspondence and forward the package to HQ RAFAC (People Ops).

**Date of Effect of Resignation**

17. The date of effect of resignation is to be the date of the applicant's signature and not earlier; if a future date is requested the reason is to be stated.

**Termination of Commission**

18. A RAFVR(T) officer will be liable to have their commission terminated in accordance with AP 1919 Chapter 3 and AP 3392 Vol 7.

19. A CFC officer will be liable to have their commission terminated in accordance with the regulations held in this document (ACP 20) and AP 1919A.

**Disposal of Uniform items**

20. An officer receives all initial uniform items free of charge. The cost to the public is amortised over 3 years after which time no recovery action will be taken. However, if resignation, relinquishment or termination occurs less than 3 years after receipt of a No 1 HD and ancillary items, these items are to be returned to HQ RAFAC(TG7) via Wing HQ.

**Use of Courtesy Titles by Former CFC Officers**

21. A rank (Retd), with RAFAC identifier, may be used by qualifying officers as a courtesy title after they have left RAFAC, but only for CF matters: for example, on an annual camp visitors' day, when attending a CF function, or when writing a reference to, or for, the CF. The use of a courtesy title is at the discretion of the Air Force Board and is on the provision that the officer has rendered a total of 10 years satisfactory qualifying commissioned service. An officer who is subject to the compulsory termination of commission, compulsory resignation, or removal from the CF in accordance with AP 1919A Chapter 1 para 119 is not permitted to use a courtesy title or wear uniform. Therefore, when an officer leaves RAFAC, the Pers Dept will confirm in writing whether they qualify to use a courtesy title. If permitted to use a courtesy title, a former officer may use either their highest substantive or acting rank which was held either:

- a. Continuously for not less than one year before relinquishment or voluntary resignation, or
- b. For an aggregated period of at least two years.
- c. Eg. Flight Lieutenant N E One RAFAC Retd

Regulations relating to the wearing of uniform by former RAFAC CFC officers are detailed in AP 1358C Chapter 1.

## Personnel Instruction No 206

### Accelerated Promotion for ATC CFAV<sup>20</sup> Appointed to Command a Sqn, DF Or VGS

#### References:

- A. ACP 20 PI 204.
- B. ACP 20 PI 304.
- C. AC72133 CCF Regulations.

#### Introduction

1. This policy recognises that those considered suitable for command are highly likely also to be considered suitable to hold the requisite rank but that some may not have served sufficient time in the RAFAC to be ordinarily eligible. Current regulations already allow consideration of accelerated promotion in some circumstances, but those appointed to command a Sqn, DF or VGS are now to be automatically *considered* for accelerated promotion if they do not already hold the requisite rank. This is intended to incentivise and acknowledge those who are willing to take on the additional responsibilities and pressures associated with command, providing that they are considered in every way suitable in accordance with the relevant promotion matrices as detailed in PI 204 and PI 304.

#### Process

2. The process is broadly the same for officers and SNCOs and is outlined in the Flow Charts at Annexes A and B. When a Plt Off/Fg Off or Sgt/FS is appointed to command a Sqn or DF they will first be appointed as CIC in their existing rank using the normal appointment process at PI 204. They are to complete UCC within 6 months of appointment (unless they have obtained an extension from DCOS Support as detailed in PI 204 para 6).

3. The individual must also be *considered* for accelerated promotion by the OC Wg using Pers Form 2-09C. If the OC Wg considers the individual suitable for promotion by one rank, then this may be *approved* by OC Wg level and the form forwarded, along with the usual "Appointment of Squadron Commander/RAF Section Commander Form 2-07 to the RC. If promotion by 2 ranks is considered<sup>21</sup>, then OC Wgs are to forward a *recommendation* on the Pers Form 2-09C to the Rgnl Comdt for their decision, along with the 2-07. The Rgnl Comdt is to forward both the 2-07 and 2-09C to HQ Pers, annotated accordingly. On completion of UCC, the individual will be appointed as OC and promoted to the appropriate paid rank as approved by the OC Wg or Rgnl Comdt.

4. If the individual is not considered suitable for accelerated promotion then they are to be informed in writing as to the reasons why by their OC Wg and an action plan put in place to improve their future suitability. Accelerated promotion should be reviewed at the 12-month point (or at a suitable time period as agreed by the OC Wg) at which point the process of consideration of suitability is to be followed in full once more.

5. In the case of VGS Units, Comdt 2FTS is to assess the candidate to be selected to be promoted to the position of OC VGS, irrespective of their current rank following receipt of a Form 2-07. The 2-07 will show that the candidate will remain in an Executive Post but will assume the temporary title of "OC Designate" if approved. The consideration will include past management experience, flying qualifications and VGS experience, along with a formal interview by Comdt 2FTS or authorised Officer. If the candidate is approved for the post they will, unless already holding the rank, be promoted to Flt Lt (Paid) whilst "OC Designate" (completion of a Form 2-09C may be required). Due to the complexities and issues of running a flying training unit this will allow a period of training and mentoring to be ready to move into the role of OC VGS. At the date of appointment "OC Designate" will then assume Command and through an additional Form 2-07 be promoted to Sqn Ldr (Unpaid). On completion of the Senior

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<sup>20</sup> Promotion for CCF personnel is in accordance with AC72133 [CCF Regulations](#).

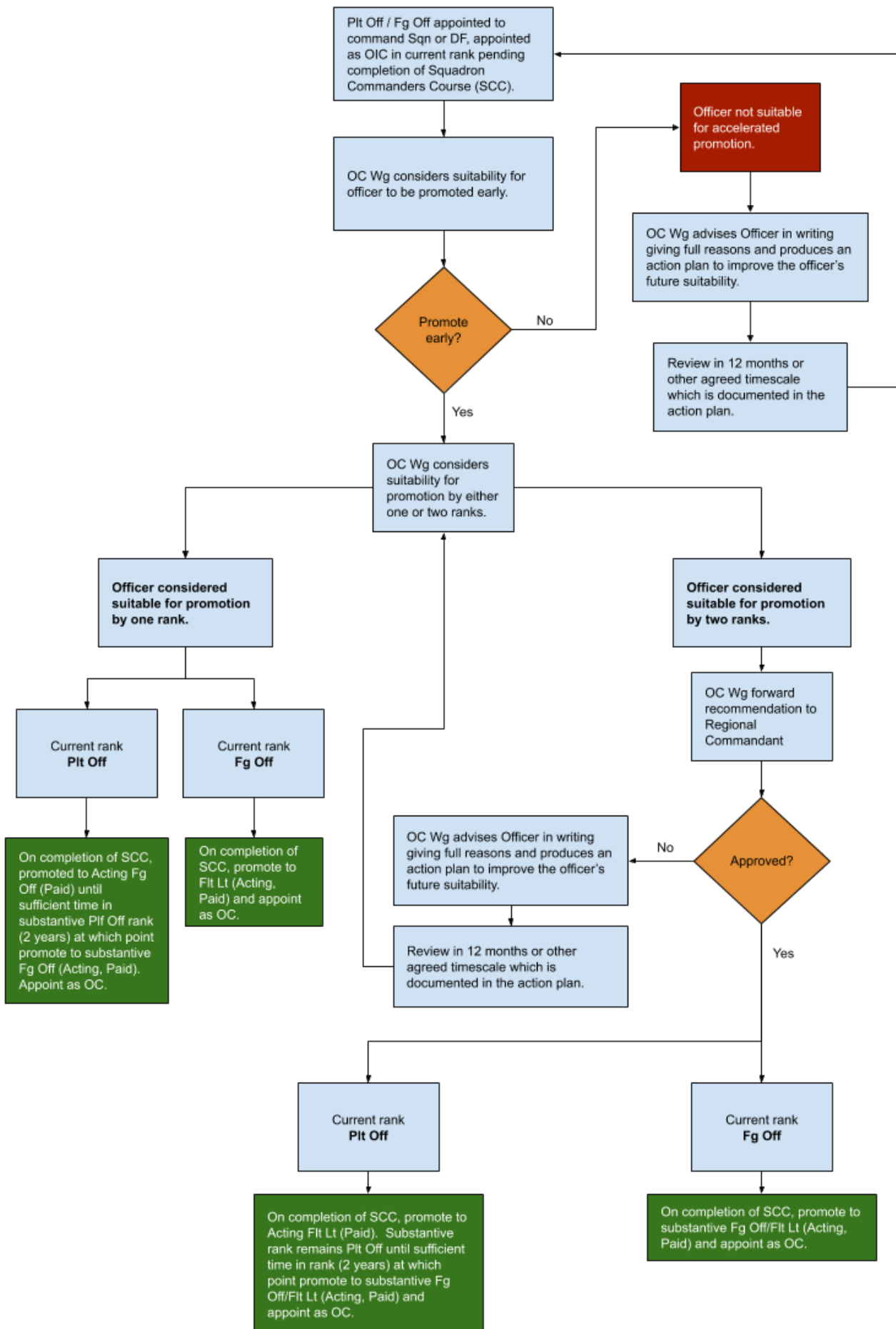
<sup>21</sup> It is envisaged that promotion by 2 ranks will be extremely rare. An example of when it may be *considered*, is for a senior civil servant, uniformed emergency services officer or teacher who has the appropriate skills, knowledge and experience to hold the more senior rank credibly.

Supervisors Course and/or the Senior Leadership Course at the RAFAC CLS as decided by Comdt 2FTS, this will become Sqn Ldr (Paid). The same staged progression will be true for the role of Officer Commanding Flying Training Wg within HQ 2FTS. If the appointee does not already hold the rank of Sqn Ldr then they will be promoted to the rank of Sqn Ldr (paid) on appointment with a period of suitable training to be completed at Comdt 2FTS' discretion prior to promotion to Wg Cdr using the stated forms. In the case of VGS CFIs where the fixed rank is Flt Lt (Paid), accelerated appointment to this post should be proposed by OC VGS to Comdt 2 FTS, or authorised Officer (using Form 2-08 and Form 2-09B) who will seek advice from OC Stds 2 FTS as this is a specialist flying role. If agreed, this will be approved and passed to HQ RAFAC for approval.

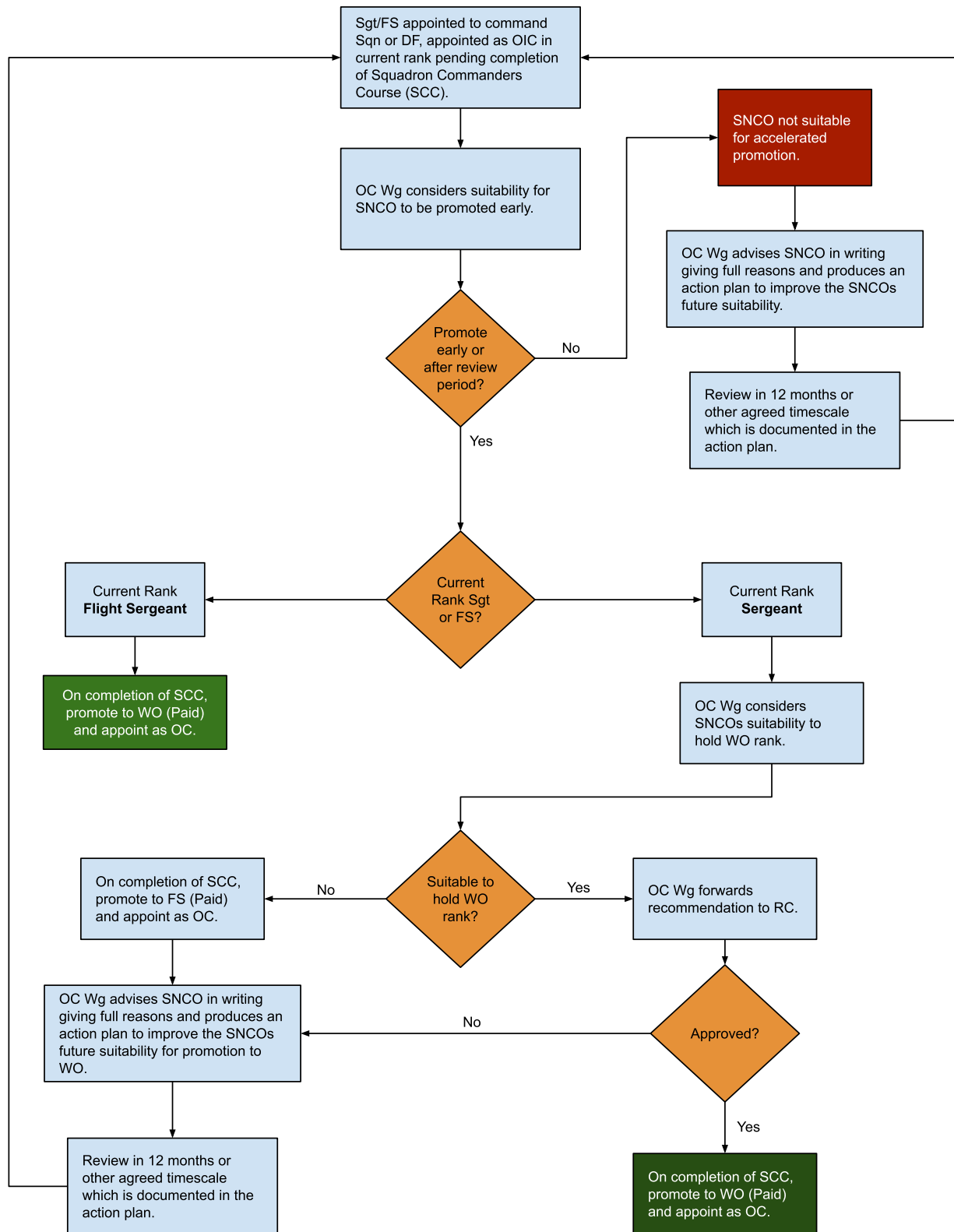
### **Relinquishment of Command**

6. If an individual relinquishes command, they revert to the appropriate rank that they would have held if they had not taken up command. For officers, this means that ordinarily they would revert to fg off (or plt off if they have insufficient time in RAFAC to have been appointed substantive fg off). For SNCOs they revert to whatever rank they would have held according to their time in previous ranks. In all cases, the individuals must remain suitable for the rank to which they revert. If there is any doubt, then the case should be discussed with DCOS Support and the Rgnl Comdt/Comdt 2FTS.

## Officers' Promotion Flowchart on Appointment to Command a Sqn or DF



## SNCOs' Promotion Flowchart on Appointment to Command a Sqn or DF





## Chapter 3 – SNCO & WO

### Personnel Instruction No 301

#### Appointment into the RAFAC – WOs, SNCOs and SNCO Aircrew (ATC and CCF(RAF))

##### References:

- A. AP 1919 Chapter 3.
- B. ACP 19 Chapters 2 & 3.
- C. ACP 20 PI 109.
- D. ACP 20 PI 102.
- E. ACP 20 PI 103.
- F. JSP 814, Chapter 4, para 4.1.11.
- G. CCF Regulations – AC72133.

##### Introduction

1. This instruction amplifies References A to E and provides information for the selection and appointment of Warrant Officers (Air Training Corps or CCF (RAF)) (WO or WO CCF(RAF)) and Senior Non-Commissioned Officers (Air Training Corps or CCF (RAF)) (SNCO or SNCO CCF(RAF)) in the RAFAC. WOs/SNCOs are not subject to military law and are not members of the RAFR.

##### Nomination of Candidates

2. A Squadron CO/OC VGS/Section Commander may nominate a suitable, mature candidate of good character and bearing for appointment as a SNCO by forwarding a written narrative to Wing HQ/HQ 2FTS/OC TEST. The nomination is to be made against an establishment vacancy (filling the post of Officer, Discip, Band or appropriate VGS post). Potential SNCO adult members of staff may be recommended for appointment following cadet service, CI service or upon leaving commissioned service. SNCOs may also be appointed as direct entrants and it is not necessary for an applicant to have previously served in any capacity before their appointment. Initial appointments will be in the rank of Sgt or Sgt Aircrew on a VGS - on probation for the first year.

3. Applicants may be appointed between the ages of 18 for serving cadets and age 20 for direct entrants up to 65 years<sup>22</sup>. The maximum age for conducting solo flying activity within 2FTS is 65 yrs. Uniformed service within 2FTS, beyond 65 years old, will be considered on a case-by-case basis. In the case of the CCF(RAF) applicants may be appointed at 18 years.

4. All potential applicants are to complete the application form, Pers Form 1-10, the Starter Checklist and the Volunteer Agreement (Pers Form 1-19 – to be uploaded to Bader), including the BPSS if not already completed. If required, nominees are to apply for a criminal records check in accordance with the instructions contained in Reference E. Applications where the individual holds an Amber criminal records check should follow the process in ACP 4 and obtain the HQ Safeguarding Teams' approval before submitting completed applications to HQ RAFAC for action. Completed forms, together with the application form, are to be forwarded to Wing HQ/HQ 2FTS/OC TEST. Wing HQ/HQ 2FTS/TEST Officer is to forward the criminal records check application form to DBS (Employment Assurance (Disclosures) Section (EA(DS))), Cheadle Hulme, for England, Wales and Northern Ireland or the Protecting Vulnerable Groups Scheme (PVG) Scotland, as appropriate. Appointments must be made within 6 months of the date of the criminal records check or the certificate becomes invalid. If an applicant intends to carry out duties

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<sup>22</sup> There is no formal upper age limit for adult volunteers, however, uniformed roles do normally serve until an upper age limit of 65. All applications for initial SNCO appointments beyond this upper age limit, are subject to countersignature by COS Spt to ensure that they can be objectively and individually justified.

associated with arms, weapons or ammunition they are required to apply for a SC clearance through Wg HQs using the UKSV system. Residency rules are contained in Reference D.

5. Unless the applicant is already on the squadron in an authorised and cleared capacity eg. civilian instructor, they are not to attend parade nights or perform any duty until in receipt of a BPSS and DBS/PVG clearance at which point an applicant may attend sqn parade nights only under close supervision pending formal appointment by HQ RAFAC (People Ops). A criminal records check is also to be obtained in the case of ex-RAF/RAuxAF personnel.

6. An applicant who has previously held WO/SNCO rank with the RAFAC and wishes to return will be subject to the usual application paperwork as above; a full board is not required. However, the Rgnl Comdt/HQ 2FTS is advised to interview the individual, following an interview and report with recommendation from the WCO/OC VGS/OC TEST, and make a recommendation on the appointment, rank to be given and any seniority granted. A previously serving RAFAC WO/SNCO who resigned, prior to an investigation into their conduct, that may have led to their dismissal, will not be permitted to rejoin, until the circumstances of the incident are investigated and the relevant Wg/Rgn/HQ is satisfied that they are suitable for RAFAC service.

### **Selection Procedure**

7. If OC Wg/COS 2FTS/OC TEST accepts the nomination from OC Sqn/OC VGS/Section Commander they are to arrange for the candidate to appear before a Selection Board comprising:

President: OC Wing/COS 2FTS/OC TEST or Deputy

Members: Two members comprising either Wing Staff Officers/Area Officers, a Squadron CO/Section Commander (other than the candidate's CO), OC VGS (other than the candidate's OC), a Wing Executive Officer, a TEST SNCO or 2FTS staff officers.

8. Each member of the Board will have a copy of the Board Report (Pers Form 3-01) and is to record their observations on the candidate's suitability. The President's comments are to include the final recommendation of the Board. The application form and all completed Board Reports in respect of candidates who have been recommended for appointment are to be forwarded to HQ RAFAC (People Ops) (through Rgnl Comdts or Comdt 2FTS for applications made by former servicemen/women, overage or those requiring a decision on seniority). Unsuccessful candidates are to be informed by the President of the Board through the candidate's chain of command.

### **Medical Fitness**

9. **Medical Standards.** There are no set criteria regarding medical standards for non-commissioned uniformed personnel and accordingly the declaration of a medical condition or physical disability is not an automatic barrier to uniformed service, however, personnel must be medically fit enough to complete and successfully pass the CIC course, allowing for any reasonable adjustments.

10. **Duty of Care.** If a candidate has been released from the Armed Forces on medical grounds or is suffering, or has suffered, from any medical condition or disability this must be stated on the application form and discussed and clarified at the boarding stage of the application process. The boarding stage discussion should focus on the impact and limitations of the condition or disability on the individual's ability to carry out volunteer duties safely, without contravention to any health & safety legislation. This approach enables an informed, case-by-case approach to be adopted in line with the Ministry of Defence's duty of care, not only to cadets, but to the individual themselves, including where appropriate the introduction of reasonable adjustments. That said, by exception, it may be necessary to seek further information by way of a Medical Certificate from a qualified medical practitioner before a final decision can be made, which will be at the individual's own expense.

## Candidates with previous Regular or Reserve Service

11. Ex-Regular Servicemen/women from all branches of the armed services will be subject to the same selection procedure detailed above and will be assimilated into the rank structure in accordance with paragraph 18 below. The Rgnl Comdt may, following a Board, grant seniority to an applicant if it is deemed appropriate, dependent upon previous service and experience. The applicant is to provide evidence of previous service and/or training.

12. **Regular Forces.** Regular Armed Forces personnel may not be enrolled as CFAV, although they may help at cadet units as 'Service Instructors'.

13. **Reserve Forces.** In accordance with Reference F, Reserve Forces personnel may be enrolled as CFAV in addition to their Reserve commitment (including ADC and VeRR). However, WOs, NCOs and other ranks serving in the Reserve Forces are **not** permitted to hold a commissioned appointment in the CF. The implications of this are that an individual may not serve as a commissioned officer in one organisation and hold a non-commissioned appointment in another. Instead of enrolling as CFAV, members of the Reserve Forces may help Cadet Forces as Service Instructors in their reservist rank under the terms and conditions of PI 601 (Appointment of Service Instructors).

14. An applicant who has previously served in RAFAC who resigned prior to an investigation into their conduct, that may have led to their dismissal, will not be permitted to rejoin, until the circumstances of the incident are investigated and the relevant Wg/Rgn/HQ is satisfied that they are suitable for RAFAC activity.

## Candidates with Previous Volunteering Experience

15. For candidates who have previous volunteering experience within RAFAC, the process outlined above is also followed. Details of the manner (e.g. resignation or dismissal) and rationale behind the candidate departure from RAFAC must be presented to the Selection Board to ensure that the candidate is now suitable to return to a volunteering role<sup>23</sup>. Confirmation of BPSS, SC, DBS will also be required, and the candidate will need to resign the Volunteer Agreement.

16. Candidates who have previously held the rank of WO/FS/Sgt in the Organisation are to be encouraged to attend the Combined Initial Course (CIC), as a refresher, if their original course was attended more than 5 years ago. The Selection Board Report must be annotated that the requirement to re-attend the CIC has been discussed and if the candidate has been advised to attend the CIC.

17. Candidates who has previously held a commissioned rank in a branch of the Armed Forces, the Reserves (including RAFAC) or Auxiliaries or who have previously commissioned RAFAC officers are not mandated to attend CIC. However, attendance should be encouraged, if their original CIC or Officer Development Course was attended more than 5 years ago. Rgnl Comdts/2FTS are to state on their interview report that the requirement to re-attend the CIC has been discussed and if the candidate has been advised to attend the CIC.

## Status of Ex-Regular/Reserve Servicemen/Women

18. Rgnl Comdts may authorise ex-regular/reserve Servicemen/women to be assimilated into the rank structure as follows:

- a. Ex-Warrant Officer as WO.
- b. Ex-SNCO as FS.

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<sup>23</sup> Candidates who have been dismissed or resigned from any previous military or cadet force whilst subject to investigation may not be permitted to join the RAFAC, unless it can be proven that the candidate is now suitable to undertake a volunteering role.

- c. All other ex-regular/reserve Servicemen/women as Sgt.

Exceptionally, Rgnl Comdts/Comdt 2FTS may authorise a particularly well-qualified ex-regular serviceman/woman, who is below the rank of SNCO, to enter in the rank of FS and likewise an inexperienced former SNCO in the rank of Sgt. Rgnl Comdts/Comdt 2FTS may also approve additional seniority to ex-regular servicemen/women of all ranks (except WOs), within whatever rank they enter the ATC, if it is considered to be in the best interests of the Corps. All ex-regular servicemen/women will be required to pass the CIC within one year of appointment. Recommendations for accelerated promotion to a higher rank will be considered at HQ RAFAC (SO3 People Ops) on receipt of a written application from the Rgnl Comdt/Comdt 2FTS, giving the reasons behind the proposal.

### **Appointment of Corps & Region WOs**

19. On the appointment of a new Commandant Warrant Officer or Regional Warrant Officer there is to be an appropriate ceremony at which their badges of rank, cane and certificate are to be presented. Initial and replacement canes (in the case of loss or damage) are to be funded by HQ RAFAC and RHQs respectively, but generally these should be handed on by the individuals as they retire. If they wish to retain the cane, the individual is to fund its replacement.

### **Probation, Rank on Entry & Promotion Timelines**

20. Successful candidates will be on probation for the first twelve months. This period of probation can be concluded at any time by either the SNCO or their chain of command if it is deemed not to be in the best interests of the RAFAC to retain the appointment..

21. On completion of the selection procedure, a successful candidate will be appointed to their post in the rank of Sgt or Sgt Aircrew.

22. During the first twelve months, successful candidates must also attend and successfully complete the Combined Initial Course (CIC) at the RAFAC Command & Leadership School (RAFAC CLS). Until successful completion of the CIC candidates are to wear the white rank tabs at all times, to indicate they have yet to attend the RAFAC CLS. Only after successful completion of the CIC can the white rank tabs be removed. SNCOs who fail to complete the CIC within the first 12 months of appointment may have their appointment terminated for failure to abide by the terms and conditions laid down in this policy

### **External Activities & Waivers**

23. SNCO applicants who are new to the organisation **may participate** in external activities<sup>24</sup> when they:

- a. Are accompanied by another volunteer who is not under probation.
- b. Have successfully completed AVIP.
- c. Are in date all mandatory training.
- d. Hold a valid DBS check.

24. SNCO applicants who are new to the organisation **may participate** in external activities<sup>25</sup> unaccompanied, provided that they:

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<sup>24</sup> "External activities" are considered to be off-sqn activities where the probationary SNCO would be required to act as a fully-trained volunteer staff member and have responsibility for cadets, including overnight stays. Attendance of probationary SNCO on personal training/development courses and Rgnl/Wg trg days is permitted without the need for a waiver.

<sup>25</sup> "External activities" are considered to be off-sqn activities where the probationary SNCO would be required to act as a fully trained volunteer staff member and have responsibility for cadets, including overnight stays. Attendance of

- a. Hold a valid DBS check.
- b. Have successfully completed both the AVIP and the CIC.
- c. Are in date all mandatory training.

25. External SNCO applicants are to be managed of on case-by-case basis. This includes those who have:

- a. Previously volunteered with the Organisation.
- b. Previous Military Service (Regular, Reserves, Auxiliaries or other Cadet Forces).
- c. Been on an ELA for within the last 4 months.

26. Waiver requests for external SNCO applicants, which outline the facts and risk mitigation measures, should be supported by the OC Wg and submitted in writing to the Rgnl COS. Waivers should only be granted by the Rgnl COS, when following consideration of all relevant factors (e.g. the length of time since they last volunteered with the Organisation, when they last completed CIC (or equivalent), their role in the military, the length of and rational behind their ELA) the Rgnl COS is content that all associated risks can be sufficiently mitigated and the applicant is in date all mandatory training and hold a valid DBS check. RHQ are to maintain a list of all waivers requested and granted.

#### **RAFAC Identifier.**

27. When corresponding the identifier 'RAFAC' is to be added after an individual's name: for example, Sgt A B Bloggs RAFAC.

## Personnel Instruction No 302

### Conditions of Appointment – WOs/SNCOs/SNCO Aircrew

#### Introduction

1. WOs/SNCOs/SNCO Aircrew appointed for responsibilities with the RAFAC are not subject to the Armed Forces Act 2006 nor Queen's Regulations, have no reserve liability and are not subject to call out for service with any of the regular armed forces.
2. WOs/SNCOs/SNCO Aircrew are appointed, on probation, for 12 months and the appointment is subject to satisfactory completion of the Combined Initial Course (CIC) at the RAFAC Command & Leadership School (RAFAC CLS) within this probationary period. Failure to attend, complete or reach an acceptable standard on the CIC may result in termination of their appointment. Under exceptional circumstances an extension to the 12-month probationary period may be granted by HQ RAFAC (SO3 People Ops) if a business case is submitted by the chain of command. They will be considered on a case-by-case basis and should be for no more than an extra 12 months.
3. Duty with the RAFAC as a WO/SNCO/SNCO Aircrew is voluntary and part-time at a unit mutually agreed by the individual and their chain of command. They may transfer to other units voluntarily or be moved in the interests of the Corps or their career development in accordance with PI 110. WOs/SNCOs/SNCO Aircrew may serve supernumerary on other units and may apply to do so on Pers Form 1-11.
4. WOs/SNCOs/SNCO Aircrew are unpaid but can be remunerated for attendance at annual camps, authorised exercises, courses of instruction, and as otherwise specifically approved by Comdt RAFAC. There is no automatic entitlement to remuneration for any specific RAFAC activity.

#### Responsibilities of a WO/SNCO/SNCO Aircrew (RAFAC and CCF(RAF))

5. **Child protection policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC Child Protection Policy is detailed and amplified in ACP 4.
6. It is expected that WOs/SNCOs/SNCO Aircrew will:
  - a. Acquaint and comply with the policies, rules and regulations of the RAFAC.
  - b. Acquaint and comply with the provisions of ACP 1.
  - c. Comply with such legal instructions as may be given to them in accordance with RAFAC regulations and instructions.
  - d. Endeavor to maintain good order and discipline.
  - f. Proactively support their superiors, by directly raising any concerns as to the conduct or behaviour of other volunteers or cadets which threaten good order, through the appropriate channels at the earliest opportunity.
  - g. Complete the necessary learning and training, including courses held at the RAFAC Training Academy within the timescale laid down by RAFAC needed to effectively carry out their volunteering responsibilities.

## **Attendance on RAFAC activities by WOs/SNCOs/SNCO Aircrew (ATC and CCF(RAF))**

7. WOs/SNCOs should attend for not less than 12 hours in any one calendar month on authorised activities related to their primary role. SNCO Aircrew on a VGS should attend for not less than 32 hours in any one calendar month to ensure continuity of flying.
8. COs are to maintain a record of WO/SNCO/SNCO Aircrew attendance and of the hours spent on RAFAC activities. Time taken in travelling to RAFAC activities is to be included. The attendance register may be maintained in any convenient form and is to be available for inspection as required.
9. If an individual fails to complete the expected period of attendance the CO is to investigate the cause and enter the facts in the attendance register. The WO/SNCO/SNCO Aircrew concerned will be required to initial the entry and give reasons for non-attendance in writing within 14 days, or as soon as practicable thereafter.
10. If a WO/SNCO/SNCO Aircrew cannot be traced, refuses to initial the attendance register or give reasons for non-attendance or if he fails for two consecutive months to attend for the required minimum period the CO is to forward a short report together with any comments and recommendations to the appropriate Wg CO/HQ 2FTS. If the WO/SNCO/SNCO Aircrew are not attached to a squadron, their immediate superior is to report the facts direct to their Wg CO/Rgnl Comdt/Comdt 2FTS as appropriate.
11. If the Wg CO/Comdt 2FTS is not satisfied with the officer's reasons for non-attendance or decides that there is a prima facie case of non-attendance they are to recommend to Comdt RAFAC thro' their Rgnl Comdt/Comdt 2FTS that the individual's appointment be terminated. This recommendation should be made in accordance with PI 116 giving brief details of the non-attendance and explaining what action has been taken to contact the WO/SNCO/SNCO Aircrew concerned. If it is impracticable to advise the subject of the report of the action being taken at interview the individual may be advised by letter.
12. **Voluntary absence.** Wg COs/HQ 2FTS may grant a SNCO voluntary absence from RAFAC duties for sickness, maternity/paternity leave or any other personal reason, however, individuals wishing to take a voluntary absence exceeding 3 months in duration should apply for an Extended Leave of Absence (ELA) via the volunteer portal.
  - a. It should be borne in mind that any CFAV, officially signed off sick from their primary employment, should not attend any ATC activity. However, where it is deemed by medical professionals that attending the ATC is aiding their recovery or is beneficial to their ongoing welfare, HQ RAFAC (People Ops) is to be advised, who will consider such requests on a case by case basis.
  - b. Prospective parents are entitled to up to 12 months of voluntary absence, commencing from no later than 2 weeks before the due confinement date. In the case of both parents being RAFAC CFAVs, they should outline on their ELA applications their intention to share the 12 months of voluntary absence. This is, however, entirely a personal choice.
  - c. For new adoptive parents of children up to the age of 5, the same maternity/paternity entitlements apply, with entitlement to absence starting from 2 weeks prior to the official date of adoption.

## **Extended Leave of Absence (ELA)**

13. WO/SNCOs/SNCO Aircrew may apply for an ELA in accordance with PI 111.

## **Local Government, Parliament and Elections**

14. WO/SNCOs in RAFAC are permitted to take an active part in the affairs of any political organisation, party or movement. No restriction is to be placed upon the attendance at political meetings of such personnel provided that uniform is not worn, that RAFAC duties are not impeded and no action is taken which could bring their RAFAC service into disrepute.

15. **Local Government Elections.** Serving WO/SNCOs officers may accept membership of any local authority and allow themselves to be nominated for election to any such body.

16. **Political Activities in Service Establishments.** All forms of political activity, including political meetings and speeches, are prohibited in Service/RAFAC establishments. No Service facilities, including aircraft and motor transport, are to be used at, or in connection with, any function the purpose of which is to further the interest of a political party or an organisation having controversial aims, nor are Service bands to play at such functions.

### **Ethos, Core Values and Standards of Conduct**

17. The Ethos of the RAFAC is the distinctive character, spirit and attitude of the Corps, which together inspire people to pursue the spirit of adventure while providing a framework upon which to build sound moral principles and develop the desire for achievement and self-improvement, and thereby provide example and leadership for the young people of the country. WOs/SNCOs/SNCO Aircrew should not put themselves or others in compromising or potentially dangerous situations. The Core Values set out in ACP 1 are what we expect of our members. By demonstrating these qualities, their standards of behaviour and actions will help sustain the excellent reputation that the RAFAC enjoys within the uniformed Youth Services and society at large. WOs/SNCOs/SNCO Aircrew must ensure that they understand these values and uphold them at all times. Failure to do so may result in administrative action being taken against them.

18. It is also imperative within the RAFAC to sustain and maintain trust and loyalty between commanders and those they command. This imposes a need for standards of social behaviour more demanding than those required by society at large and any unwelcome sexual attention in the form of physical or verbal conduct; over-familiarity with the spouses, civil partners, partners or families of other RAFAC personnel; displays of affection which might cause offence to others; behaviour which damages or hazards the marriage, civil partnership or personal relationships of RAFAC personnel or civilian colleagues within the wider Corps community, and taking sexual advantage of subordinates must be avoided. The RAFAC will not interfere in the private lives of its personnel unless it is absolutely necessary to do so in order to maintain discipline, team cohesion and effectiveness. Any involvement by the RAFAC is based on the following principle: "Have the actions or behaviour of an individual adversely impacted on, or are they likely to impact upon, the efficiency or effectiveness of the RAFAC". Each case will be judged on its merits but those considered serious enough and, having applied the principle outlined in para 12 above, may lead to a recommendation for the termination of a WO/SNCO/SNCO Aircrew appointment.

19. **Child protection policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC Child Protection Policy is detailed and amplified in ACP 4.

20. The following list is not exhaustive but, in addition to the strictures above, WOs/SNCOs/SNCO Aircrew are not to:

- a. Consume alcohol whilst in uniform or on a designated duty or whilst in the presence of or responsible for cadets. Further details can be found in PI 114.
- b. Falsify records, expenses or defraud or attempt to defraud their unit or the RAFAC in any manner.



- c. Carry out private training or business activities on RAF Air Cadet premises or use the ATC brand or equipment to promote private trading without the consent of the Rgnl Comdt/Comdt 2FTS.
- d. Otherwise use RAFAC, brands or logos (including sqn emblems, standards, crests or badges) without the consent of the Rgnl Comdt/Comdt 2FTS.
- e. Give or loan personal money to cadets or other CFAVs.
- f. Smoke (including e-cigarettes) in the presence of cadets and never in public while in uniform.
- g. Promote their own religious, political ideals or beliefs to anyone while on RAFAC duty.

### **WOs/SNCOs/SNCO Aircrew Charged in Civil Courts, in Receipt of a Police Caution or Under Investigation by their employer**

21. **Reporting action.** A WO/SNCO/SNCO Aircrew who is officially informed that a charge is to be preferred against them by the civil authorities is to report the circumstances without delay to their CO, who will pass the information through the Command Chain to HQ RAFAC (SO3 People Ops). In the event of a conviction, the CO is to submit an Administrative Report (AR) in accordance with PI 118. If the WO/SNCO/SNCO Aircrew is found not guilty a simple report of the case is to be forwarded to HQ RAFAC (SO3 People Ops) through the usual channels. Anyone ordered to register as a sex offender is also to be made the subject of an AR in accordance with PI 118.

22. **Procedure for Civil Police Cautions/Fixed Penalty Notices/Anti-Social Behaviour Orders.** A WO/SNCO/SNCO Aircrew who receives a formal caution, Fixed Penalty Notice or Anti-Social Behaviour Order from the civil police, or who is bound-over, is to submit a written explanation of the circumstances to their Sqn CO/OC VGS without delay. The Sqn CO/OC VGS/Section Commander, after consultation with the Wg CO/COS 2FTS, should then initiate administrative action that is considered appropriate (if any).

23. **Minor Offences under the Road Traffic Act.** Paras 15 and 16 do not apply if the individual has received a charge or caution for a minor offence under the Road Traffic Act and was not on duty at the time of the offence. "Breathalyser" charges are not to be considered as minor for the purpose of this paragraph.

24. **Enquiry or Disciplinary Hearing by Employer or Professional Body.** If a WO/SNCO/SNCO Aircrew is the subject of a safeguarding/child protection social services enquiry or an investigation and/or disciplinary hearing by their employer and/or professional body (eg General Medical Council, General Social Care Council, General Teaching Council etc) where there are any child protection implications or where there may be press interest, they are to report the matter to HQ RAFAC (SO3 People Ops), through the chain of command.

### **Administrative Reports and Procedures**

25. Failure to satisfactorily carry out the responsibilities of a WO/SNCO/SNCO Aircrew as detailed at para 5 above or maintain the standards outlined elsewhere in this Instruction, may result in administrative action being taken in accordance with PI 118.

26. An AR may be raised on a WO/SNCO/SNCO Aircrew who, at any time as a result of information revealed on an enhanced criminal records disclosure, is considered unsuitable to remain in the Corps.

27. **Suspension from duty.** WOs/SNCOs/SNCO Aircrew may be suspended, without prejudice, from RAFAC activities for any act of, or allegation of, serious misconduct, or to preserve evidence and/or avoid the potential for access to witnesses. However, before any action is taken to suspend a subject individual, HQ RAFAC (SO3 People Ops) is to be contacted to ensure that suspension is appropriate (except for expiration of a criminal records check). If, however, for reasons of safeguarding a cadet or cadets, the immediate suspension of a WO/SNCO/SNCO Aircrew is deemed necessary, HQ RAFAC

(SO3 People Ops) is to be contacted as soon as practicable following the suspension. Initially, the subject WO/SNCO/SNCO Aircrew may be notified verbally of their suspension but this must always be followed up by letter. See Annex A to PI 115 for a template suspension letter. The power to suspend and reinstate CFAVs (except for expiration of a criminal records check) is vested in the relevant HQ RAFAC Caseworker alone. A WO/SNCO/SNCO Aircrew who fails to renew their criminal records check before the extant disclosure expires will be suspended, without prejudice, until a new disclosure certificate has been received and acknowledged by their chain of command. Individuals will be reinstated by HQ RAFAC from the date of the new disclosure certificate. A specimen letter of suspension for expiration of criminal records checks can be found in ACP 4, Annex A to Chapter 7.

28. **RAFAC complaints.** WOs/SNCOs/SNCO Aircrew and former WOs/SNCOs/SNCO Aircrew who think they have been wronged in any matter relating to their RAFAC appointment may make an RAFAC Complaint. Complaints can only be made by individuals and there is no procedure for group complaints. RAFAC Complaints should be submitted in accordance with PI 117.

### **Reduction in Rank WO/FS/Sgt (ATC and CCF(RAF)) or SNCO Aircrew**

29. Should the behaviour of a WO/FS or SNCO Aircrew fall below acceptable standards, consideration may be given to recommending a reduction in rank as an alternative administrative measure to dismissal, when an AR has been raised. Any recommendation for reduction in rank is to be forwarded to HQ RAFAC (SO3 People Ops), via Rgnl HQ/HQ 2FTS, in the normal manner.

### **Honours and Awards**

30. WOs/SNCOs/SNCO Aircrew are eligible for State Awards under the Civil List, Defence Council Letters of Appreciation (DCLAs) and a range of Commendations in accordance with ACP 3. They may also be awarded the Cadet Forces Medal (CFM) and Clasps in accordance with JSP 814. The award of the CFM is governed generally by Royal Warrant dated 19 November 2001.

## Personnel Instruction No 303

### Extensions of Service – WO/SNCOs/SNCO Aircrew at Upper Age Limit

#### Introduction

1. The instructions for dealing with applications for extensions of service in the RAFAC are issued for the guidance and compliance of all concerned. The upper age limit for uniformed CFAV is normally 65 years and, although there is no entitlement to an extension beyond that, the chain of command will make their decision based on the needs of the RAFAC. Reviews will be on an annual basis.

#### Extension of Service Procedure

2. Extensions of service are processed through the Bader Portals. It is the responsibility of the individual and their Wg HQ (or equivalent)/OC VGS/AGS to monitor those CFAV who are within 6 months of their current service expiry date. Depending on whether they wish to extend for 12 months or relinquish their service, a workflow request is to be initiated by the WO/SNCO which will be submitted through their chain of command. Rgnl Comdt's/Comdt 2FTS (or equivalent) will be required to approve the request for HQ action.

3. All Volunteer Gliding Squadron (VGS) personnel, whether uniformed or non-uniformed, become ineligible to operate as a solo Captain, and therefore unable to fly with Air Cadets, from their 65<sup>th</sup> birthday. Within 6 months of reaching their 65<sup>th</sup> birthday, they may apply to the Officer Commanding (OC) to remain in either a uniformed or non-uniformed role (eg supervisor or winch driver), in line with the requirements outlined in Para 2. The OC VGS is to specify in what capacity extensions will be granted, and provide assurance that the individual remains fit enough, as well as qualified and competent, to undertake the designated position/role. Extensions of service as a CFAV will be approved by Comdt 2 FTS, or a nominated 2 FTS Exec, on a case-by-case basis.

4. As a guide, the following points should be taken into consideration when assessing suitability for service beyond the age limit:

- a. Efficiency.
- b. Sense of duty, loyalty and leadership.
- c. Personal discipline and the capacity to instil it into cadets.
- d. Medical fitness (including Aircrew medical fitness) to carry out the duties expected on an officer on both an ATC unit/CCF School and an AGS/VGS.
- e. Administrative ability (as distinct from technical ability).
- f. Completion of required/mandatory courses.
- g. Continuing suitability to work with children (criminal records check).

#### Special points

5. In addition, attention is drawn to the following:

- a. Where a WO/SNCO wishes to extend further, but the request is not approved at Rgn (or equivalent) level, the reasons why are to be clearly explained to the CFAV through the workflow process.
- b. All CFAV are required to maintain, every 3 years, a First Aid Training qualification. Details of which can be found in ACTO 8. Extensions should only be recommended if a CFAV has a current certificate recorded on Bader.

- c. DBS criminal records checks must be valid and have more than 6 months remaining from the date of extension. Extension recommendations will remain unactioned until a DBS renewal has been obtained.

## Personnel Instruction No 304

### Promotion to FS (RAFAC), WO (RAFAC) or MACr

Reference:

A. ACP 20 PI 301.

#### Promotion

1. Promotions are not an automatic entitlement. Individuals will be eligible for consideration for promotion after meeting certain criteria, undergoing interview, and on the recommendation of the individual's chain of command.

#### Promotion criteria

2. It is accepted that some individuals may not reach the necessary standard of commitment, ability, effectiveness and personal qualities iaw Pers Form 3-02/ 3-02A/ 3-02B and thus not secure promotion. Indeed, some unit NCOs who are content to involve themselves only in unit business may never progress beyond the rank of Sgt (RAFAC). This is an entirely acceptable situation for the individual concerned, to whom no criticism should be attributed. Those who are eligible to recommend a promotion to either FS (RAFAC), WO (RAFAC) or MACr should, therefore, be aware of the following criteria on which to base their decision. Has the applicant:

- a. Fulfilled the terms and conditions of their appointment such that they have completed the CIC, minimum attendance iaw PI 302 and provided the required guidance and tuition to the cadets on their unit. Is the candidate compliant iaw ACTO 99?
- b. Been the subject of any administrative or disciplinary action that may warrant a deferment for promotion in order for them to evidence rehabilitation and discharge of any monitoring period?
- c. Participated in extra-curricular activities such as sector working / camps / courses / projects or expeditions? For promotion to FS (CCF(RAF)), a Sgt should have attended at least one camp on an RAF Station and preferably at least one residential camp for Fieldcraft, AT, Exped, multi-activity week or similar. For promotion to WO (CCF(RAF)), a FS should have attended a further two camps and assisted in organising a contingent camp.
- d. Gained any additional instructional qualifications to strengthen their ability to aid their unit/sector in delivering training to cadets and CFAVs such as H&S, AT, DofE, Shooting, Drill, First Aid, Fieldcraft or Air, Space and Cyber qualifications? For promotion to WO (RAFAC) rank, has the applicant upgraded or obtained additional qualifications in another discipline?
- e. Participated in any personal development courses, ie, vocational qualifications?
- f. For promotion to FS (RAFAC) rank, served a minimum of 4 years in rank before application for promotion.
- g. For promotion to WO (RAFAC) rank, served a minimum of 4 years in rank before application for promotion.
- h. For VGS staff, additional criteria as advised by 2FTS, will need to be considered and Pers Form 3-02A should be used.
- i. 2FTS AGS personnel will be considered in line with RAFAC Sqn Personnel as detailed in a-g above.

3. If the applicant has failed to meet one or more of the requirements outlined above, then recommending officers should conclude that the individual is not yet ready for promotion or alternatively outline why exceptionally authority for promotion should be granted.
4. Consideration of the points at para 3 will ensure a degree of commonality across the organisation whilst allowing authorising officers the ability to exercise some discretion according to individual circumstances. SNCO (RAFAC) promotions should be linked to the effort, commitment, ability, effectiveness and personal qualities of the individuals. Notwithstanding, there should be no stigma attached to the long-term retention of Sgt (RAFAC) rank, as this will generally identify those volunteers who simply do not have the spare time to undertake those additional tasks required to achieve promotion to higher rank.

### **Promotion Interview Boards**

5. When considering promotion, following completion of Pers Forms 3-02, 3-02A or 3-02B, a board is to be convened in order to interview the individual being considered for promotion with Pers Form 3-01 being completed by the Chairperson. Wherever possible, the interview panel should be gender diverse and formed as follows:
  - a. For ATC - WWO, Wg Staff Officer (minimum Sqn Ldr rank) and one other permanent staff or CFAV member. Promotions to FS are approved by OC Wg, promotion to WO is recommended by OC Wg and approved by Rgnl Comdt. Promotion to WO will only be given for a vacant role that the Rgnl Comdt deems WO rank is essential.
  - b. For 2FTS – 3 permanent members of staff; the members should be of at least equivalent rank to the promotion rank being considered, and the Chairperson at least one rank higher. Promotions will be granted to fill specific appointments only.
  - c. For CCF(RAF) – OC TEST or SO2 Policy CCF(RAF) and Rgnl Comdt. Promotions will be granted in accordance with para 8 below.

Candidates will be eligible to wear the rank upon confirmation by the approving officer. HQ Pers will update JPA upon receipt of the electronic Pers Form 3-01 to [RAFAC-HQ-AllUsers-Pers@mod.gov.uk](mailto:RAFAC-HQ-AllUsers-Pers@mod.gov.uk) from the board Chairperson's Bader Email or WHQ MODNET account.

### **Interview Questions**

6. The interview board is to include, as a minimum, questions that assess the candidate's attitude towards:
  - a. Motivation for promotion.
  - b. Safety and Safeguarding.
  - c. Diversity and Inclusion.
  - d. RAFAC's core values.
  - e. Modernisation of the Air Cadet offer through RAFAC ASTRA.

### **CCF(RAF) Promotions**

7. For CCF(RAF) SNCOs appointed under the age of 20 yrs, any additional time from age 18 to 20 years will be added to the initial promotion qualifying time for recommendation of promotion to the next rank. For example, a Sgt CCF(RAF) appointed at age 18 yrs will be required to remain in rank for a minimum of 6 years before qualifying for a promotion recommendation. Approval will only be given for promotion when the following criteria are met:

- a. There must be an established but vacant post within the RAF section.

- b. The promotion will not result in more than one WO in the RAF section.
- c. The promotion will not result in more than one FS in the RAF section, if there is already a WO in the RAF section.
- d. The promotion will not result in more than two FS in the RAF section, if there is no WO in the RAF section.

#### **Accelerated promotion after appointment**

8. Consideration may be given to awarding, after formal appointment, accelerated promotion to FS (RAFAC), WO (RAFAC) or MACr if the circumstances are exceptional. Such cases must be submitted in writing with full justification, through the chain of command to Rgnl Comdt/Comdt 2FTS, enclosing a copy of the completed promotion matrix, for authorisation by DCOS Spt at HQ RAFAC who will consider the case and carry out a dossier check. The case must take into account the level of effort and commitment displayed by the individual, the points raised at para 3 and the overall ability of the individual, along with other distinguishing factors that elevate the volunteer from their peers. Those appointed to command a Sqn or DF are to be automatically considered for accelerated promotion in accordance with PI 206.

9. For 2 FTS appointments, from 1 Jan 22, all SNCO ranks will be standardised as Sgt Aircrew, FS Aircrew or MACr. This is to reflect the flying role of those SNCOs. Any member of staff who is already filling an SNCO post within 2 FTS, may keep both their rank and their entitlement to claim VA at that rank. However, they will be required to meet the criteria on the VGS promotion matrix before being considered for promotion and will be promoted into an Aircrew rank. For SNCO of any rank transferring into the VGS from 1 Jan 2022. they will be transferred in as Sgt Aircrew (Paid). Once they reach the criteria laid down in the VGS promotion matrix they would be considered for promotion to a higher aircrew rank (Paid).

## Personnel Instruction No 305

### Resignation and Termination of Appointment by WOs/SNCOs (RAFAC) and SNCO Aircrew

#### References:

- A. AP 1919 Chapter 3.
- B. ACP 20 PI 109.

#### Resignation of Appointment

1. A WO/SNCO who wishes to resign their appointment in the Corps is to complete Pers Form 1-09 and forward it to their Squadron CO/OC VGS/Section Commander, together with their Identity Card (Form 90). The Squadron CO/OC VGS/SC is to ensure that the WO/SNCO has accounted for, and handed in, any property on their charge, including uniform, before completing the form and forwarding it to Wing HQ/HQ 2FTS/OC TEST.
2. Should OC Wing/OC TEST consider that the reasons given by the WO/SNCO require further investigation, they are to add their comments separately and forward the papers to Regional HQ. If OC Wing/OC TEST recommends acceptance of the resignation without further investigation they are to sign the proforma and forward it direct to HQ RAFAC (People Ops). The WO/SNCO's Identity Card (Form 90) is to be recovered and disposed of in accordance with Reference B. HQ RAFAC will notify Wing HQ/CCF(RAF) HQ of acceptance of resignation. Wg HQs/CCF HQ are to ensure that the WO/SNCO is advised their resignation has been accepted by HQ RAFAC, and action has been taken. For VGS SNCOs, HQ 2FTS will consider any reasons given for leaving that may require further investigation before signing off the paperwork and forwarding to HQ RAFAC for action.

#### Termination of Appointment

3. A WO/SNCO/SNCO Aircrew may have their appointment terminated under the following terms:
  - a. **When on probation.** The services of a probationary WO/SNCO/SNCO Aircrew may be terminated at any time by the Wing CO/COS 2FTS/OC TEST, on the recommendation of the Squadron CO/OC VGS/Section Commander. Such terminations must be notified in writing to HQ RAFAC (SO3 People Ops), through Wg HQ/HQ 2FTS/OC TEST.
  - b. **When Appointment has been confirmed.** If a CO/SC considers that the appointment of a WO/SNCO/SNCO Aircrew should be terminated, an Administrative Report in accordance with PI 119 is to be submitted to HQ RAFAC (SO3 People Ops) for Comdt RAFAC consideration, through the WExO/Rgnl Comdt/HQ 2FTS or OC TEST.
4. Any WO/SNCO/SNCO Aircrew who has had their appointment terminated for misconduct will not be permitted to re-join the RAFAC at any time.



## Chapter 4 – Civilian Instructors / Civilian Gliding Instructors/ Non-Commissioned VGS Personnel & Chaplains

### Personnel Instruction No 401

#### Appointment to the RAFAC – Civilian Instructors

##### References:

- A. ACP 19 Chapter 2.
- B. ACP 20 PI 102.
- C. JSP 814, Chapter 4, para 4.1.11.
- D. ACP 20 PI 103.
- E. ACP 4 Chapter 8.

##### Introduction

1. This instruction amplifies References A to E and provides information on how Civilian Instructors (CIs) may be appointed as non-uniformed members of the RAFAC to assist with the training programme on Squadrons (Sqns), Volunteer Gliding Squadrons (VGSs), Aerospace Ground Schools (AGSs) and Combined Cadet Force (RAF) (CCF(RAF)) Sections. Unless otherwise stated, the term Civilian Instructor or CI applies equally to Civilian Gliding Instructors (CGIs). CIs are not subject to military law and are not members of the RAFR.

##### Eligibility for Appointment

- 2. **Nationality.** CIs are appointed subject to the Nationality Rules at Reference B.
- 3. **Age limits.** The minimum age for appointment as a CI is 18 years for serving cadets and 20 years for direct entrants and there is no upper age limit unless conducting solo flying activity within 2FTS for which the maximum age is 65 yrs. Uniformed service within 2FTS, beyond 65 years old, will be considered on a case-by-case basis.
- 4. **Regular Forces.** Regular Armed Forces personnel may not be enrolled as CFAV, although they may help at cadet units as 'Service Instructors'.
- 5. **Reserve Forces.** Reserve Forces personnel may be enrolled as CFAV in addition to their Reserve commitment. However, they may not hold a commissioned rank in one and a non-commissioned rank in another. Commissioned members of the Reserve Forces may help Cadet Forces as Service Instructors in their reservist rank under the terms and conditions of PI 601 (Appointment of Service Instructors) and Reference C.

##### Process for Applicants without previous Adult Supervisory Service

6. **Appointment as CIs on ATC squadrons.** Applicants for appointment as CIs on ATC squadrons are to complete the JOIN process on the Bader Portal. Applicants will also require a Baseline Personnel Security Standard Form (BPSS – Pers Form 1-01) in accordance with Reference C, a criminal records check application form in accordance with Reference D and the Volunteer Agreement (electronically signed on Bader). Wing HQs in England, Wales and Northern Ireland are to authenticate the DBS/AccessNI application forms through the uCheck system. WExOs in Scotland are to request clearance through the PVG Scheme in accordance with local procedures. Once all steps in the Workflow have been completed the application will be ready for action by Wg HQs. Official appointment dates will be determined from the date the Wg HQ (or equivalent) authorise the application and submit through the Portal. Applications where the individual holds an Amber criminal records check should follow the process in ACP 4 and obtain the HQ Safeguarding Teams' approval before submitting completed applications to HQ RAFAC for action. Appointments must be made within 6 months of the date of the criminal records check or the certificate becomes invalid. Personnel appointed within NI Wg are required to be fully security cleared and must

complete the BPSS as part of this vetting check. New joiners are not to attend parade nights or take part in any activity until in receipt of a BPSS and DBS/PVG clearance, at which point an applicant may attend sqn parade nights only under close supervision pending formal appointment.

7. Once the JOIN application has gone through the Workflow, upon Notification to HQ RAFAC Pers staff, a JPA record will be created. The assigned service number will then be added to Bader records by HQ RAFAC Pers staff and all details of the record assured. Newly appointed CIs must be made aware that the official appointment date will be determined by the date the application is approved at Wg HQ level (or equivalent). Prospective CI/CGIs who attend a unit, activity or event prior to their official appointment date will not be eligible to submit any claims for remuneration for those attendances.

8. **Registered Civilian Committee Members.** The role of Registered Civilian Committee members has now been disestablished. However, those who are already Reg Civ Com may remain in this role until they choose to leave RAFAC or revert to an alternative role within RAFAC, but will still be subject to the Terms and Conditions of CI service as per PI 402 and will come under the administrative actions outlined in PI 118 should any misconduct occur whilst undertaking duties associated with this role. Additional actions may be taken in accordance with ACP 11.

9. **Appointment as CGI/CIs on VGSs/AGSs.** Applicants for appointment as CGI/CIs on VGS/AGS units squadrons are to complete the JOIN process on the Bader Portal. Applicants will also require a Baseline Personnel Security Standard Form (BPSS – Pers Form 1-01) in accordance with Reference C, a criminal records check application form in accordance with Reference D and the Volunteer Agreement (Pers Form 1-19 – to be uploaded to Bader). All forms, including Pers Form 4-01 (Board Reports) are to be checked, signed and uploaded to Bader. In England and Wales, 2FTS staff are to authenticate the DBS application forms through the uCheck system. For Access NI applications, Wg HQ will act as the sponsor, and OCs in Scotland are to request clearance through the PVG Scheme in accordance with local procedures. 2FTS will be responsible for assuring any medical requirements are met and HQ RAFAC will assume compliance if forms are submitted for action. Applications where the individual holds an Amber criminal records check should follow the process in ACP 4 and obtain the HQ Safeguarding Teams' approval before submitting completed applications to HQ RAFAC for action. Appointments must be made within 6 months of the date of the criminal records check or the certificate becomes invalid. Personnel appointed within NI Wg are required to be fully security cleared and must complete the BPSS as part of this vetting check. New joiners are not to attend parade nights or take part in any activity until in receipt of a BPSS and DBS/PVG clearance, at which point an applicant may attend sqn parade nights only under close supervision pending formal appointment by HQ RAFAC.

10. **Appointment as CIs on CCF(RAF) Sections.** Applicants for appointment as CIs on CCF(RAF) units are to follow the procedures detailed in para 7. Any applicants employed exclusively by the School and already holding a valid criminal records enhanced disclosure check for their role will normally have that disclosure transferred to their CI service; details of the date and Disclosure Number should be uploaded to SMS. Individuals who hold an Amber or Red Disclosure must forward a copy of their Disclosure Form to HQ RAFAC (Safeguarding) for approval. The Contingent Commander (CC) is to complete the application form as appropriate and forward it, together with the BPSS (and confirmation of the criminal records check if applicable) to the Area TEST Officer to arrange the Board and complete the Board Report. If the individual is not employed by the school, the CC is also to complete and submit the candidate's DBS application through MoD Cheadle Hulme. The TEST Officer is to enter the DBS details within the Workflow process and upload the Board Reports. Once the application has been approved, it will be available for HQ RAFAC Pers staff to action. The formal appointment by HQ RAFAC must be made within 6 months of the date of issue of the criminal records check or the certificate becomes invalid and must be renewed. In addition, schools must note that whilst the probationary period starts from the date of the TEST staff Board (or the MoD Criminal Records Check, if applicable), the applicant will not be covered by MoD Indemnity until their final appointment action is completed and they are formally added to the HQ RAFAC database of RAFAC volunteer staff. Any involvement in CCF activity must therefore be confined to school grounds at the liability of the school until such formal appointment is made.

11. **Selection procedures.** Selection procedures for all prospective CIs require a formal, documented interview process (to be completed on Pers Form 4-01), as follows:

- a. ATC Sqn – interview with OC Sqn plus a WSO, Sector Commander or WExO.

- b. VGS/AGS – interview with OC VGS/AGS plus one other VGS staff member.
- c. CCF – interview with RAF Section Commander and the TEST SNCO.

The interview should concentrate on the applicant's qualifications, attitude towards fitness and the RAFAC, previous experience and personal aspirations within the Corps. If there are any particular issues that require to be addressed at a senior level then the board members must consult their chain of command or HQ RAFAC (SO3 People Ops) for guidance.

## Appointment

12. On completion of the selection procedure, the JOIN process will workflow to Wg HQs (or equivalent) to action and the candidate will be appointed in the rank of CI, issued a JPA number by HQ RAFAC Pers staff and recorded. New joiners are not to attend parade nights or take part in any activity until in receipt of a BPSS and DBS/PVG clearance, at which point an applicant may attend sqn parade nights only under close supervision pending formal appointment by HQ RAFAC. Once confirmed, the individual then starts a 6-month probationary period, during which time the mandatory training course, Adult Volunteer Induction Package (AVIP) must be successfully completed. However, the safeguarding element of the training must be successfully completed within 3 months of appointment and prior to attendance at squadron-based activities or before any contact with cadets. Failure to attend or pass the course within the probationary period may result in the termination of the appointment. However, provided they are appointed within 2 years of leaving adult or cadet service, those who wish to become CIs are not subject to a period of probation, but they cannot be officially appointed until the criminal records check procedures have been completed.

## External Activities

13. CI applicants who are new to the organisation **may** participate in external activities<sup>26</sup> when they:
- a. Are accompanied by another volunteer who is not under probation.
  - b. Have successfully completed AVIP.
  - c. Are in date all mandatory training.
  - d. Hold a valid DBS check.

## Certificate of Appointment

14. On successful completion of the probationary period and mandatory training, a candidate may be issued with a Certificate of Appointment.

## Application Process for Personnel with Adult Supervisory RAFAC Service

15. Applications for appointment as a CI from individuals who have had previous adult supervisory RAFAC service within the last 6 months are to include the applicant's previous rank (if applicable), service or computer number and date of leaving RAFAC adult service. A JOIN application is to be completed, as appropriate, bearing in mind that former RAFAC adult supervisory staff are not required to complete the period of probation. Confirmation of a current criminal records check and BPSS (less than 6 months since last adult service) from previous CFC or WO/SNCO service will be acceptable. However, individuals will be required to complete the Volunteer Agreement (Pers Form 1-19) to re-join. It should be made clear, however, that whatever uniform they might have previously been entitled to wear is not to be worn when on RAFAC duty.

16. Any ex-member of uniformed staff who wishes to be considered for CI service more than 6 months after the cessation of uniformed service will be required to undergo a fresh criminal records check. Those

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<sup>26</sup> "External activities" are considered to be off-sqn activities where the probationary CI would be required to act as a fully trained volunteer staff member and have responsibility for cadets, including overnight stays. Attendance of probationary CIs on personal training/development courses and Rgnl/Wg trg days is permitted without the need for a waiver.

CIs who require UKSV (SC) clearance, in order to carry out ATC related activities are to comply with the provisions of Reference E.

17. An applicant who has previously served in RAFAC who resigned prior to an investigation into their conduct, that may have led to their dismissal, will not be permitted to rejoin, until the circumstances of the incident are investigated and the relevant Wg/Rgn/HQ is satisfied that they are suitable for RAFAC activity.

## Personnel Instruction No 402

### Conditions of Appointment – Civilian Instructors

#### Introduction

1. Duty with the RAFAC as a CI is voluntary and part-time at a unit mutually agreed by the individual and their Wing HQ. CIs are initially appointed in accordance with PI 401. They may transfer to other units voluntarily or be moved in the interests of the Corps or their career development in accordance with PI 110. CIs may serve supernumerary on other units and may apply to do so on Pers Form 1-11.
2. **Training.** CIs must complete the Adult Volunteer Induction Package (AVIP) within their probationary period. They may not attend annual camps or external activities until they have satisfactorily completed the AVIP and the probationary period. All CIs must complete the 3-year Safeguarding Refresher training in accordance with ACP 4. Refer to PI 401 para 7 for exceptions.

#### Responsibilities

3. **Child protection policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC Child Protection Policy is detailed and amplified in ACP 4.
4. In addition to the above, it is expected that CIs will:
  - a. Acquaint and comply with the policies, rules and regulations of the RAFAC.
  - b. Acquaint and comply with the provisions of ACP 1.
  - c. Comply with such legal instructions as may be given to them in accordance with RAFAC regulations and instructions.
  - d. Endeavor to maintain good order and discipline.
  - f. Proactively support their superiors, by directly raising any concerns as to the conduct or behaviour of other volunteers or cadets which threaten good order, through the appropriate channels at the earliest opportunity.
  - g. Complete the necessary learning and training, including courses held at the RAFAC Training Academy within the timescale laid down by RAFAC needed to effectively carry out their volunteering responsibilities.

#### Attendance on ATC Activities

6. CIs should attend for an agreed period of time in any one calendar month on official and semi-official ATC activities. COs are to maintain a record of their attendance in an appropriate register which should include time spent on travelling to ATC activities. If an individual fails to complete a satisfactory record of attendance the CO is to investigate the cause and enter the facts in the attendance register. The CI concerned will be required to initial the entry and give reasons for non-attendance in writing within 14 days, or as soon as practicable thereafter.

7. If a CI cannot be traced, refuses to initial the attendance register or give an acceptable reason for non-attendance the CO is to forward a short report together with any comments and recommendations to their appropriate superior officer.

8. If the appropriate superior officer is not satisfied with the CIs reasons for non-attendance or decides that there is a prima facie case of non-attendance they are to recommend to Comdt RAFAC thro' their Rgnl Comdt that the individual's appointment be terminated. This recommendation should be made in accordance with PI 116 giving brief details of the non-attendance and explaining what action has been taken to contact the CI concerned. If it is impracticable to advise the subject of the report of the action being taken at interview the individual may be advised by letter.

9. **Voluntary absence.** Wg COs/HQ 2FTS may grant a CI/CGI voluntary absence from RAFAC duties for sickness, maternity/paternity leave or any other personal reason, however, individuals wishing to take a voluntary absence exceeding 3 months in duration should apply for an Extended Leave of Absence (ELA) via the volunteer portal.

a. It should be borne in mind that any CFAV, officially signed off sick from their primary employment, should not attend any ATC activity. However, where it is deemed by medical professionals that attending the ATC is aiding their recovery or is beneficial to their ongoing welfare, HQ RAFAC (People Ops) is to be advised, who will consider such requests on a case by case basis.

b. Prospective parents are entitled to up to 12 months of voluntary absence, commencing from no later than 2 weeks before the due confinement date. In the case of both parents being RAFAC CFAVs, they should outline on their ELA applications their intention to share the 12 months of voluntary absence. This is, however, entirely a personal choice.

c. For new adoptive parents of children up to the age of 5, the same maternity/paternity entitlements apply, with entitlement to absence starting from 2 weeks prior to the official date of adoption.

## **Local Government, Parliament and Elections**

10. CI/CGIs are permitted to take an active part in the affairs of any political organisation, party or movement. No restriction is to be placed upon the attendance at political meetings of such personnel provided that RAFAC duties are not impeded and no action is taken which could bring their RAFAC service into disrepute.

11. **Local Government Elections.** Serving CI/CGIs may accept membership of any local authority and allow themselves to be nominated for election to any such body.

12. **Political Activities in Service Establishments.** All forms of political activity, including political meetings and speeches, are prohibited in Service/RAFAC establishments. No Service facilities, including aircraft and motor transport, are to be used at, or in connection with, any function the purpose of which is to further the interest of a political party or an organisation having controversial aims, nor are Service bands to play at such functions.

## **Ethos, Core Values and Standards of Conduct**

13. The Ethos of the RAFAC is the distinctive character, spirit and attitude of the Corps, which together inspire people to pursue the spirit of adventure while providing a framework upon which to build sound moral principles and develop the desire for achievement and self-improvement, and thereby provide example and leadership for the young people of the country. CIs should not put themselves or others in compromising or potentially dangerous situations. The Core Values set out in ACP 1 are what we expect of our members. By demonstrating these qualities, their standards of behaviour and actions will help sustain the excellent reputation that the RAFAC enjoys within the uniformed Youth Services and society at large. CIs must ensure that they understand these values and uphold them at all times. Failure to do so may result in administrative action being taken against them.

14. It is also imperative within the RAFAC to sustain and maintain trust and loyalty between commanders and those they command. This imposes a need for standards of social behaviour more demanding than those required by society at large and any unwelcome sexual attention in the form of physical or verbal conduct; over-familiarity with the spouses, civil partners, partners or families of other RAFAC personnel; displays of affection which might cause offence to others; behaviour which damages or hazards the marriage, civil partnership or personal relationships of RAFAC personnel or civilian colleagues within the wider Corps community, and taking sexual advantage of subordinates must be avoided. The RAFAC will not interfere in the private lives of its personnel unless it is absolutely necessary to do so in order to maintain discipline, team cohesion and effectiveness. Any involvement by the RAFAC is based on the following principle: "Have the actions or behaviour of an individual adversely impacted on, or are they likely to impact upon, the efficiency or effectiveness of the RAFAC". Each case will be judged on its merits but those considered serious enough and, having applied the above principle, may lead to a recommendation for the termination of a CI's appointment.

15. The following list is not exhaustive but, in addition to the strictures above, CIs are not to:

- a. Consume alcohol whilst on a designated duty or whilst in the presence of or responsible for cadets. Further details can be found in PI 114.
- b. Falsify records, expenses or defraud or attempt to defraud their unit or the RAFAC in any manner.
- c. Carry out private training or business activities on Air Cadet premises or use the ATC brand or equipment to promote private trading without the consent of the Rgnl Comdt.
- d. Otherwise use RAFAC, brands or logos (including sqn emblems, standards, crests or badges) without the consent of the Rgnl Comdt.
- e. Give or loan personal money to cadets or other CFAVs.
- f. Smoke (including e-cigarettes) in the presence of cadets.
- g. Promote their own religious, political ideals or beliefs to anyone while on ATC duty.

#### **CIs Charged in Civil Courts, in receipt of a Police Caution or under investigation by their employer**

16. **Reporting action.** A CI who is officially informed that a charge is to be preferred against them by the civil authorities is to report the circumstances without delay to their CO, who will pass the information through the Command Chain to HQ RAFAC (SO3 People Ops). In the event of a conviction, the CO is to submit an Administrative Report (AR) in accordance with PI 118. If the CI is found not guilty, a simple report of the case is to be forwarded to HQ RAFAC (SO3 People Ops) through the usual channels. Anyone ordered to register as a sex offender is also to be made the subject of an AR in accordance with PI 118.

17. **Procedure for Civil Police Cautions/Fixed Penalty Notices/Anti-Social Behaviour Orders.** A CI who receives a formal caution, Fixed Penalty Notice or Anti-Social Behaviour Order from the civil police, or who is bound-over, is to submit a written explanation of the circumstances to their CO without delay. The CO, after consultation with their appropriate superior officer should then initiate administrative action that is considered appropriate (if any).

18. **Minor Offences under the Road Traffic Act.** Paras 16 and 17 do not apply if the individual has received a charge or caution for a minor offence under the Road Traffic Act and was not on duty at the time of the offence. "Breathalyser" charges are not to be considered as minor for the purpose of this paragraph.

19. **Enquiry or Disciplinary Hearing by Employer or Professional Body.** If a CI is the subject of a safeguarding/child protection social services enquiry or an investigation and/or disciplinary hearing by their employer and/or professional body (eg General Medical Council, General Social Care Council,

General Teaching Council etc) where there are any child protection implications or where there may be press interest, they are to report the matter to HQ RAFAC (SO3 People Ops), through the chain of command.

## **Administrative Reports and Procedures**

20. Failure to satisfactorily carry out the responsibilities of a CI as detailed at para 4 above or maintain the standards outlined elsewhere in this Instruction, may result in administrative action being taken in accordance with PI 118.

21. An AR may be raised on a CI who, at any time as a result of information revealed on an enhanced criminal records disclosure, is considered unsuitable to remain in the Corps.

22. **Suspension from duty.** CIs may be suspended, without prejudice, from RAFAC activities for any act, or allegation, of serious misconduct, or to preserve evidence and/or avoid the potential for access to witnesses. However, except for expiration of a criminal records check, before any action is taken to suspend a subject individual, HQ RAFAC (SO3 People Ops) is to be contacted to ensure that suspension is appropriate. If, however, for reasons of safeguarding a cadet or cadets, the immediate suspension of a CI is deemed necessary, HQ RAFAC (SO3 People Ops) is to be contacted as soon as practicable following the suspension. Initially, the subject CI may be notified verbally of their suspension but this must always be followed up by letter. See Annex A to PI 115 for a template suspension letter. The power to suspend and reinstate CFAVs (except for expiration of a criminal records check) is vested in the relevant HQ RAFAC Caseworker alone. A CI who fails to renew their criminal records check before the extant disclosure expires will be suspended, without prejudice, until a new disclosure certificate has been received and acknowledged by their chain of command. Individuals will be reinstated by HQ RAFAC from the date of the new disclosure certificate. A specimen letter of suspension for expiration of criminal records checks can be found in ACP 4, Annex A to Chapter 8.

23. **Complaints by CIs.** CIs and former CIs who think they have been wronged in any matter relating to their RAFAC appointment may make an RAFAC Complaint. Complaints can only be made by individuals and there is no procedure for group complaints. RAFAC Complaints should be submitted in accordance with PI 117.

## **Honours and Awards**

24. CIs are eligible for State Awards under the Civil List, Defence Council Letters of Appreciation (DCLAs) and a range of Commendations in accordance with ACP 3.

## **Messing and accommodation**

25. CIs may use Sergeants' Messes if available on Military Units in accordance with JSP 456, Vols 2 and 4 and RAFAC Finance directives.



## Personnel Instruction No 403

### Extensions of Service – Civilian (Gliding) Instructors within 2FTS

#### Introduction

1. In this Instruction, unless otherwise indicated, the term Civilian Instructor (CI) applies equally to Civilian Gliding Instructor (CGI).
2. The instructions for dealing with applications for extensions of service for CIs are issued for the guidance and compliance of all concerned. There is no automatic entitlement to an extension of service and although the wishes of the individual will be considered, the chain of command will make their decision based on the needs of the Corps. However, where requested, an extension of service may be authorised for periods of up to 5 years.

#### Extension of Service Procedure

3. Extensions of service are processed through the Bader Portals. It is the responsibility of the individual and their Wg HQ (or equivalent)/OC VGS/AGS to monitor those CFAV who are within 6 months of their current service expiry date. Depending on whether they wish to extend for 12 months or relinquish their service, a workflow request is to be initiated by the CI which will be submitted through their chain of command. Rgnl Comdt's/Comdt 2FTS (or equivalent) will be required to approve the request for HQ action.
4. All Volunteer Gliding Squadron (VGS) personnel, whether uniformed or non-uniformed, become ineligible to operate as a solo Captain, and therefore unable to fly with Air Cadets, from their 65<sup>th</sup> birthday. Within 6 months of reaching their 65<sup>th</sup> birthday, they may apply to the Officer Commanding (OC) to remain in either a uniformed or non-uniformed role (eg supervisor or winch driver), in line with the requirements outlined in Para 3. The OC VGS is to specify in what capacity extensions will be granted, and provide assurance that the individual remains fit enough, as well as qualified and competent, to undertake the designated position/role. Extensions of service as a CFAV will be approved by Comdt 2 FTS, or a nominated 2 FTS Exec, on a case-by-case basis.
5. As a guide, the following points should be taken into consideration when assessing suitability for further service:
  - a. Efficiency.
  - b. Sense of duty, loyalty and leadership.
  - c. Personal discipline and the capacity to instil it into cadets.
  - d. Medical fitness to carry out the duties expected of a CI/CGI.
  - e. Administrative ability (as distinct from technical ability).
  - f. Completion of required courses.
  - g. Continuing suitability to work with children.

#### Special Points

6. In addition, attention is to be paid to the following:
  - a. Where a CFAV wishes to extend their service, but it is not approved by 2FTS, the reasons why are to be fully conversed to the CFAV through the workflow process.

- b. Where an extension of service is recommended for a period of less than 5 years, or the period recommended is less than that requested by the CGI/CI, the decision by OC VGS/AGS and 2FTS is to be reflected in the workflow process.
- c. All CFAV are required to maintain, every 3 years, a First Aid Training qualification. Details of which can be found in ACTO 8. Extensions should only be recommended if a CFAV has a current certificate recorded on Bader.
- d. DBS criminal records checks must be valid and have more than 6 months remaining from the date of extension. Extension recommendations will remain unactioned until a DBS renewal has been obtained.

### **Completion of Period of Service**

- 7. Where a CI completes their final period of service their CO is to arrange for them to cease duty with the squadron, account for any outstanding matters, including property in their charge, and for any identity document in their possession to be surrendered and disposed of in accordance with the regulations of the issuing authority (see PI 109).
- 8. **End of Service Notifications.** COs are to ensure that, once notification is received from HQ RAFAC via the Portal Workflow confirming the end of service, the CI/CGI is advised accordingly.

## Personnel Instruction No 404

### Administration of Honorary Chaplains to the Air Training Corps

#### References:

- A. AP 1919 Chapter 7.
- B. ACP 19 Chapter 2.
- C. ACP 23.
- D. ACP 4.
- E. ACP 20 PI 109.

#### Introduction

1. The administrative arrangements for appointing honorary chaplains to the ATC are set out in References A, B and C and amplified in the following paragraphs. ATC chaplains are honorary appointments, they are not commissioned and do not wear uniform but are provided with identifying clothing and badges. For recognised, authorised, official activities away from their parent unit, honorary chaplains are eligible to use Officers' Mess accommodation and facilities, if available. Honorary chaplains are not subject to military law and are not members of the RAFR.
2. Chaplains are recruited to provide spiritual, moral welfare and pastoral care for all members of the RAFAC. Honorary chaplains are to be accredited church workers/ministers.

#### Eligibility for appointment

3. **Age limits.** The minimum age for appointment as a honorary chaplain is 20 years and there is no upper age limit.
4. **Members of the RAF and the RAFAC.** RAF Chaplains may be appointed as honorary ATC chaplains if they have the approval of their command chain (Chaplains of the regular Royal Air Force who assist ATC Wings and Squadrons may wear clerical collars with uniform). ATC chaplains should not hold additional CFAV appointments.
5. **Suitability.** A candidate must have an interest in, and an aptitude for, working with people in the relevant age group. The Wing Chaplain, with the support of the candidate's ecclesiastical authority, can monitor these requirements.
6. **Denomination.** The candidate must be willing and suitable to work on an interdenominational basis and will be drawn from a Church (the "Sending Church") which is a member of Churches Together in Britain and Ireland (which includes Presbyterian, Anglican, Episcopal, Roman Catholic, Baptist, Methodist and Congregational Churches). The Squadron Chaplain should be an ordained minister or an authorised lay minister (eg reader, youth worker).

#### Appointment procedures

7. **Selection procedures.** Potential chaplains are to be interviewed by their superior chaplain with regard to their application. If there are any particular issues that require to be addressed at a senior level then consultation with their chain of command and/or HQ RAFAC (SO3 Personnel Management) should be made.
8. Applicants for appointment as honorary chaplains on ATC squadrons are to complete the online JOIN process and will require a Baseline Personnel Security Standard (BPSS - Pers Form 1-01) Form in accordance with Reference B, criminal records check application form, a Starter Checklist and the Volunteer Agreement (Pers Form 1-19 – to be uploaded to Bader). The OC of the unit (or superior chaplain) is to check and verify the online application. Details of identity and country of birth are to be checked against a birth certificate or passport. All forms are to be checked, signed and forwarded, as required, for further action. Wing HQs in England, Wales and Northern Ireland are to authenticate the DBS/AccessNI

application forms and forward all necessary forms to DBS (EA(D)S) Cheadle Hulme. WExOs in Scotland are to request clearance through the PVG Scheme in accordance with local procedures. Following receipt of the criminal records clearance, Wg HQ are to complete the online workflow. Applications where the individual holds an Amber criminal records check should follow the process in ACP 4 and obtain the HQ Safeguarding Teams' approval before submitting completed applications to HQ RAFAC for action. Appointments must be made within 6 months of the date of the criminal records check or the certificate becomes invalid. The Wing or Regional Chaplain is to also seek Ecclesiastical Authority for the appointment from a senior member of the relevant denomination (eg. Bishop, Presbytery Clerk or Superintending Minister). New joiners are not to attend parade nights or take part in any activity until in receipt of a BPSS and DBS/PVG clearance, at which point an applicant may attend sqn parade nights only under close supervision pending formal appointment by HQ RAFAC.

9. Official appointment dates will be taken from the date the Wg HQ confirms that all checks have been carried out and the prospective chaplain is recommended for appointment and the application is authorised on the Portal. Under no circumstances will an appointment date be granted prior to the criminal records check date of issue. Prospective chaplains who attend a unit, activity or event prior to their official appointment date will not be eligible to submit any claims for remuneration for those attendances.

10. **Certificate of Appointment.** Following official appointment, a Certificate of Appointment will be completed for presentation to the chaplain. Certificates will only be issued for new appointments or when a serving chaplain becomes either the Wing or Regional chaplain. They will not be issued on transfer to another unit or Wg, nor for supernumerary appointments. Particulars of all honorary chaplains' appointments are notified to the Secretary of the Naval, Military and Air Force Bible Society (NMAFBS) and, if Church of England, the Church Times by HQ RAFAC (People Ops).

#### **Application Process for Personnel with Adult Supervisory Service within the last 6 months**

11. Applications for appointment as a honorary chaplain who have had previous adult supervisory RAFAC service within the last 6 months are to include the applicant's previous rank (if applicable), service or computer number and date of leaving RAFAC adult service. The online JOIN application is to be completed, as appropriate. Confirmation of a current criminal records check and BPSS (less than 6 months since last adult service) from previous service will be acceptable. The applicant will also be required to re-sign the Volunteer Agreement (Pers Form 1-19 – uploaded to Bader).

12. An applicant who has previously served in RAFAC who resigned prior to an investigation into their conduct, that may have led to their dismissal, will not be permitted to rejoin, until the circumstances of the incident are investigated and the relevant Wg/Rgn/HQ is satisfied that they are suitable for RAFAC activity.

#### **Responsibilities of Honorary Chaplains**

13. **Training.** All honorary chaplains are to complete the Adult Volunteer Induction Package (AVIP) within their first 6 months of appointment at the latest. This can be done via Wg Training Days or electronically through Ultilearn. All Chaplains are required to complete the 3-year Safeguarding Refresher training in accordance with ACP 4.

14. **Acquaintance with regulations and conditions of service.** All honorary chaplains are to acquaint themselves with regulations and the conditions of appointment set out in those regulations, and instructions, issued by the RAFAC. They are to obey such orders as may be issued to them in accordance with those regulations and instructions.

15. **Safeguarding Policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions

or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The Corps' Safeguarding Policy is detailed and amplified in Reference D.

16. **Discipline.** An honorary chaplain is to afford the utmost aid and support to their CO, and it is their duty to notice, repress and instantly report any negligence or impropriety of conduct on the part of other CFAVs and cadets, whether or not the offenders belong to the unit.

17. **Criticism of superiors.** An honorary chaplain is to refrain from making remarks or passing criticisms on the conduct or orders of their superiors, which may tend to bring them into contempt, and is to avoid saying or doing anything which, if seen or heard by, or reported to, those under them might discourage them or render them dissatisfied with the unit on which they may be serving. This includes posting remarks on social networking sites.

18. **Duty to report police investigations, court proceedings, disciplinary hearings etc.** An honorary chaplain who is officially informed that a charge is to be preferred against them by the civil authorities, or receives a Police Caution, Fixed Penalty Notice, Anti-Social Behaviour Order or has been ordered to register as a sex offender, is to report the circumstances without delay to their HQ (Wing/Region) and supervising chaplain (Wing/Region/Corps). Furthermore, if an adult member of staff or cadet is the subject of a safeguarding/child protection social services enquiry or disciplinary hearing by their employer and/or professional body, where there are any child protection implications or where there may be press interest, they are to report the matter to HQ RAFAC, through the chain of command.

19. **Suspension from RAFAC activities.** In the event of any misconduct on the part of a honorary chaplain, WExOs are to seek advice from HQ RAFAC (SO3 Personnel Management) as to whether it is appropriate to suspend the individual from RAFAC activities. In exceptional circumstances, when expediency is absolutely essential - eg because of a child protection concern or as a result of a serious police or social services investigation - individuals may be verbally suspended by Region, Wing or Squadron management (including WExOs). However, formal suspensions, together with draft letters, are to be approved by SO3 Personnel Management before further action is taken (except in the case of suspensions for expired criminal records checks). Any such suspensions are to be in writing and are to briefly explain to the individual why they are being suspended, the effective date of the suspension and make it quite clear that the suspension applies to all RAFAC activities. A specimen letter of suspension can be found at Annex A to PI 115. Any form of administrative action is to be in accordance with the guidance given in PI 118. The power to suspend and reinstate CFAVs is vested in HQ RAFAC alone (except on expiry of criminal records checks).

20. A padre who fails to renew their criminal records check before the extant disclosure expires will be suspended, without prejudice, until a new disclosure certificate has been received and acknowledged by their chain of command. Individuals will be reinstated by HQ RAFAC from the date of the new disclosure certificate. Further information and a specimen letter of suspension can be found in ACP 4, Chapter 8.

## **Attendance**

21. There is no minimum stipulated hours of attendance for honorary chaplains. However, if COs are dissatisfied with the attendance record of any honorary chaplain they may submit a report to the supervising chaplain (Wing or Region) with a view to taking appropriate administrative action.

22. At their discretion, COs may authorise a leave of absence for chaplains for a period up to 3 months. Honorary chaplains are not permitted to apply for an Extended Leave of Absence.

23. All CFAV are required to maintain, every 3 years, a First Aid Training qualification. Details of which can be found in ACTO 8.

## **Transfer between units**

24. Transfers of honorary chaplains between squadrons or wings are to be in accordance with ACP 20, PI 110.

## **Resignation of Appointment**

25. An honorary chaplain who wishes to resign their appointment is to complete Pers Form 1-09. Resignations will be accepted from the date the applicant signs unless otherwise stipulated and must be approved by the chain of command.

## **Termination of Appointment**

26. When an appointment has been confirmed by the issue of a Certificate of Appointment, recommendations for terminations of service must be submitted under the same terms as that of Civilian Instructors (CIs). Honorary chaplains may be suspended, without prejudice, if a formal complaint is made against them, pending an investigation. If an Administrative Report is raised as a consequence, the case will be staffed to the Comdt RAFAC (as the Deciding Officer) for a decision. This decision is final and there is no appeal process. Any honorary chaplain who have had their appointment terminated for misconduct will not be re-admitted to the Corps in any capacity.

Annexes:

- A. Induction of a New Chaplain.
- B. Enrolment Service of Recruits ATC.

## **Induction of a New Chaplain**

### **Preface**

*The Wing Chaplain addresses the Parade:*

We meet in the presence of Almighty God to present to the new Chaplain of this Squadron their Certificate of Appointment and Badge of Office. First let us pray for the Corps to which we belong and for ourselves, that each of us may play our full part in the life of this Unit.

O God, who has given each of us a particular duty to carry out, give us all such a spirit that we may do our work with courage and enthusiasm, that your Name may be glorified, through Jesus Christ our Lord.  
**Amen.**

### **The Induction**

*The Wing Chaplain addresses the new Chaplain:*

Do you believe that you are called by God to the work of Chaplain to this Squadron?

*The new Chaplain replies:*

I do so believe.

Relying on God's grace, will you endeavour to fulfil this ministry?

*The new Chaplain replies:*

With God's help, I will.

*The Wing Chaplain says:*

Let us pray.

We thank you, gracious God, that you have sent Jesus Christ your Son to be our Shepherd and Saviour. Give to this your servant the power of the Holy Spirit for this work and ministry; through Jesus Christ our Lord. **Amen.**

Members of the Squadron, will you encourage your Chaplain in their ministry and support them?

**All: With God's help, we will.**

*The Wing Chaplain presents the Certificate of Appointment to the new Chaplain and says:*

We welcome you as Chaplain of this Squadron, and pray that Almighty God will grant you His strength and guidance at all times as you carry out your duties.

*The Commanding Officer affixes/gives the Badge of Office to the new Chaplain's scarf, or lapel, and invites them to lead the parade in prayer.*

### **Prayers**

*The new Chaplain prays:*

Let us pray for all those involved in the life of this Squadron, for the Staff and cadets, for the members of the Committee and for our families.

O Lord, we pray for each member of this squadron, all who are its friends and supporters, and our own families; keep them safe. May we spend every day doing the things that you wish us to do – working in your service and the service of others. Grant that as we grow older we may grow in the knowledge of your presence with us; through Jesus Christ our Lord.

**OR**

Into your keeping, O Lord, we commit each member of this squadron, all who are its friends and supporters, and our own families. May we spend each and every day in your service and the service of others. Grant that as we grow in years we may grow in the knowledge of your presence with us; through Jesus Christ our Lord, who taught us to say:

The Lord's Prayer

and/or

The Grace

### **Enrolment Service of Recruits ATC**

The whole of the Squadron parades

The Commanding Officer, after inspecting the parade, hands over to the Chaplain

The Chaplain addresses the Squadron

The Cadet(s) to be enrolled step forward. One of the following declarations is made by each Cadet individually, after the Chaplain. If this is not possible, all Cadets to be enrolled will say together:

#### **Religious Promise**

I solemnly promise on my honour  
To serve my unit loyally  
And to be faithful to my obligations  
As a member of the Air Training Corps

I further promise to be a good citizen  
And to do my duty to God and the Queen  
My country and my flag.

#### **Non-Religious Promise**

I solemnly promise on my honour  
To serve my unit loyally  
And to be faithful to my obligations  
As a member of the Air Training Corps

I further promise to be a good citizen  
And to do my duty to the Queen  
My country and my flag.

*After making the Promise the cadet is handed their Record of Service Book, the Chaplain saying:*

You have made your promise, and we admit  
You to membership of the Air Training Corps

*Let us pray:*

Let your blessing, Lord, be given to all members of the Air Training Corps. Give them gifts of courage, reliability and honesty. May each member learn to accept the responsibilities of leadership and service, and with obedience follow the example of your son, Jesus Christ our Lord. Amen.

Other suitable prayers may follow.

The Lord's Prayer (said by all)



## Personnel Instruction No 405

### Resignation and Termination of Appointment – Civilian Instructors

#### References:

- A. ACP 20 PI 109.

#### Introduction

1. In this Instruction, unless otherwise indicated, the term Civilian Instructor (CI) applies equally to Civilian Gliding Instructor (CGI).

#### Resignation of Appointment

2. A CI who wishes to resign their appointment in the Corps is to complete Pers Form 1-09 and forward it to their Sqn CO. The Sqn CO is to ensure that the CI has accounted for, and handed in, any property on their charge before completing the form and forwarding it to Wing HQ.
3. Should OC Wing consider that the reasons given by the CI for their resignation require further investigation, they are to add their comments separately and forward the papers to Regional HQ. If OC Wing recommends acceptance of the resignation without further investigation they are to sign the proforma and forward it direct to HQ RAFAC. Any identity card issued is to be recovered and disposed of in accordance with the instructions of the issuing authority.
4. A CI who resigned, prior to an investigation into their conduct, that may have led to their dismissal, will not be permitted to rejoin, until the circumstances of the incident are investigated and the relevant Wg/Rgn/HQ is satisfied that they are suitable for RAFAC service.

#### Termination of Appointment

5. A CI may have their appointment terminated under the following terms:
- a. **When on Probation.** The services of a probationary CI may be terminated at any time by the Wing CO, on the recommendation of the Squadron CO. Such terminations must be notified in writing to HQ RAFAC, through Wg HQ.
- b. **When Appointment has been confirmed.** If a CO considers that the appointment of a CI should be terminated, an Administrative Report in accordance with PI 118 is to be submitted to Comdt RAFAC through the Wg and Rgn HQ.
6. A CI who has had their appointment terminated for misconduct will not be permitted to re-join the RAFAC at any time.

## **Personnel Instruction No 406**

### **Supernumerary Gliding Instructors**

Reference:

A. AP 1919.

#### **Introduction**

1. Officers, WO/SNCOs and Civilian Instructors appointed to RAFAC units who are accepted for gliding instructor duties will be appointed by HQ RAFAC as supernumerary gliding instructors. They will not be appointed as civilian gliding instructors.
2. The number of supernumerary gliding instructors appointed to a VGS will not normally exceed the number of aircraft allocated to it.

#### **Medical fitness**

3. Application for appointment as a supernumerary gliding instructor may be made after a successful medical examination in accordance with Reference A, Chapter 6.

#### **Application for Appointment**

4. Application for appointment as a supernumerary gliding instructor is to be made on Pers Form 1-11. On completion of Part 1 the application is to be circulated for action before being forwarded to HQ RAFAC by the CO of the VGS.

#### **Appointment**

5. A CFAV appointed as a supernumerary gliding instructor will be on probation until he has obtained a "G1" instructor category.

#### **Eligibility for Remuneration, Daily Expenses and Travel Allowance**

6. When authorised to attend continuous gliding courses a supernumerary gliding instructor may receive remuneration, subject to the normal rules, in their paid rank, within their overall 28 days annual entitlement,. When qualified they are also eligible, within the entitlement of the number authorised, to claim travelling and allowance expenses on any one day of attendance at the gliding Squadron in accordance with Reference A, Chapters 10 and 12.

#### **Raf Forms 2970 and 2980**

7. RAF Forms 2970 and 2980 raised in respect of a supernumerary gliding instructor are to indicate the officer's or instructors paid rank. Forms 2980 are to be signed by the CO of the VGS and forwarded to the applicant's Wing HQ for onward transmission to HQ RAFAC.

#### **Resignation**

8. A supernumerary gliding instructor who resigns from their primary role will automatically have their VGS appointment terminated. In such circumstances he may be eligible to apply to be appointed as a civilian gliding instructor in accordance with PI No 401.
9. A supernumerary gliding instructor wishing to resign their gliding appointment is to notify the CO of the VGS who is, in turn, to notify HQ RAFAC (People Ops) in writing. HQ RAFAC will notify the appropriate Regional/Wing HQ/CCF Contingent and CGS.

## **Transfer to another VGS**

10. A supernumerary gliding instructor who changes their primary appointment but wishes to continue gliding, is to apply to be re-appointed to their original or new VGS in accordance with para 4 of this Instruction.

## **Termination of Appointment**

11. Should a supernumerary gliding instructor's gliding duties conflict with their primary duties, the supernumerary's superior officer can request HQ RAFAC to suspend or terminate the supernumerary appointment.

12. The CO of a VGS may terminate the appointment of a supernumerary gliding instructor on probation at any time and on their own authority. A CO wishing to terminate the appointment of a supernumerary gliding instructor who has completed their probationary period (see para 5) is to raise a written report giving their reasons in full why he considers the supernumerary appointment should be terminated. The supernumerary gliding instructor being reported upon is to be shown the report and informed that he may make a written statement with regard to it. If he does not wish to make a statement, the CO is to record the fact in their report. When this action has been taken, the report, together with the supernumerary gliding instructor's statement, if made, is to be forwarded to HQ RAFAC.

## Chapter 5 – Cadets

### Personnel Instruction No 501

#### Terms of Enrolment/Appointment and Conditions of Membership for RAFAC Cadets

##### Introduction

1. This instruction outlines the detailed terms of enrolment/appointment and conditions of membership for RAFAC cadets and amplifies the information published in AP 1919 (Regulations for the Air Training Corps), Chapter 4, and JSP 814 (Policy and Regulations for MoD Sponsored Cadet Forces). The RAFAC is a national uniformed youth organisation sponsored by the Ministry of Defence and the Royal Air Force, with uniform being worn in accordance with current regulations.

##### Terms of Service

2. The RAFAC promotes equal opportunities and cadet membership is open to all young people regardless of gender, nationality, ethnic origin or religion. A young person who is over 12 years of age becomes eligible to join the RAFAC from the start of school year 8 in England and Wales and Year 9 in Northern Ireland. In Scotland, due to the different school age construct, a pupil will become eligible to join the RAFAC when they are 12 years of age and in secondary education. In addition any young person becomes eligible to join when they reach 13 years of age regardless of their school year. Cadets in border regions who may live, attend school and attend cadets in a combination of both countries may be accepted according to the most appropriate age criteria at the Rgnl Comdt's discretion. A conversation with parents as to the maturity and character of the cadets is recommended. A person cannot normally join after their 17th birthday. In exceptional circumstances, a cadet over the age of 17 who has resigned from the RAFAC may apply to re-join; however, reinstatement is subject to the Rgnl Comdt's approval. RAFAC cadet service will cease on the cadet's 20th birthday. CCF(RAF) cadets who wish to remain within the organisation may apply to join a RAFAC squadron between their 17<sup>th</sup> and 19<sup>th</sup> birthdays and transfer to the RAFAC upon leaving their CCF unit. CCF(RAF) cadets should also be mindful of the conditions laid out in para 3 which will also need to be satisfied to allow successful transfer if 18 years old.

3. **Staff Cadets.** Cadets aged 18 -20 are known as "Staff Cadets" and wear an epaulette inscribed with "Staff Cadet" and their NCO rank badge, as appropriate. Joining the RAFAC directly as a Staff Cadet is not permitted. For continued service beyond their 18th birthday cadets must meet the following criteria:

- a. Obtain a valid enhanced DBS check in accordance with ACP 4, Chapter 8 and a BPSS in accordance with PI 103.
- b. Hold RAFAC Methods of Instruction qualification at the point of application unless exempt following attempting the course with reasonable adjustments and based on individual need.<sup>27</sup>

4. **Appointment of Staff Cadets.** At any point in the six months prior to reaching their 18th birthday a cadet may apply through their Sqn CO to become a Staff Cadet. The Sqn CO is to complete Pers Form 5-01 (Application for an Extension of ATC Cadet Service over 18 Years of Age) and submit it to Wg HQ.<sup>28</sup> The form requires details of how and when the pre-requisite criteria (at paragraph 3 above) have been met. The Sqn CO is to state whether the cadet is recommended for

<sup>27</sup> To support the transition of this policy, until Sep 25, if MOI course has not been available prior to application, an exemption may be given for 6 mths to complete.

<sup>28</sup> The paper application will be replaced with a digital application using the MyRAFAC App.

appointment as a staff cadet or not. A WSO is to recommend to the OC Wg whether or not an extension of service as a staff cadet should be granted. The OC Wg will review the application and approve the appointment as a Staff Cadet, or not, as appropriate. If at any stage in the process a previous recommendation is reversed, then the reason is to be given in the appropriate 'Comments' section. The Pers Form 5-01 may be disclosed to the cadet's parents or carers under the Data Protection Act or Freedom of Information Act.

5. **DBS Checks for Staff Cadets.** Cadets who have not received a DBS clearance before their 18th birthday are to be suspended, without prejudice, from all RAFAC activities until a clearance is received.

### **Roles and Responsibilities of Staff Cadets**

6. Staff Cadets will continue to take on limited additional and appropriate responsibilities commensurate with their rank if held, including undertaking instructional duties and by exception and when made clear in SMS, augmenting CFAV numbers to support offsite and regulated activities in lieu of uniformed CFAV, where they hold the relevant experience and/or qualifications. Staff Cadets:

- a. Shall support CFAVs in supervising cadets at camps or other activities and local training but are not to be solely responsible for U18 cadets.
- b. Shall deliver instructional and other activities to younger cadets as part of camps or other activities.
- c. Shall be able to support national, regional and local training and activities in an appropriate role.
- d. Shall not run parade nights or other activities without a qualified CFAV also being present.
- e. Shall not be made to take on supervisory and/or instructional roles that they do not feel able to do so.
- f. Shall not be able to be an Activity Owner.
- g. Shall not have key holder responsibilities.
- h. Shall not be part of supervisory ratios for external off-site activities where these apply.
- i. Shall not hold CFAV appointments from 31 Aug 25. Transitional policy from 1 Sep 24: In instances where a shortfall in CFAV would put a Sqn or activity in jeopardy, through mutual agreement of the Staff Cadet, OC and Wg OC permitted.
- j. Shall only be permitted to support Adv Trg as an instructor as per qualifications. They are not to hold supervisory responsibility for the event; this must be carried out by a CFAV.
- k. Shall no longer be able to transport U18 cadets to and from authorised RAFAC events and activities. Any decision to transport U18 cadets outside of RAFAC events, such as transporting to Parade nights, is at the individuals' risk.

7. Staff Cadets may not be enrolled as a CFAV at the same time

8. Staff Cadets are to adhere to Pre-Existing Relationship Policy as laid out in ACP 4

9. The Staff Cadet rank slide will remain, subject to a potential change in colour of the text to make them more visible.

10 Grandparent rights to apply to those who attained Staff Cadet status prior to policy change.

11. Staff Cadets come under the definition of cadets for Personnel Instruction No 123 (Alcohol Policy for the RAFAC) and therefore regardless of age and position, shall not consume alcohol whilst participating in any RAFAC activity

12. Staff cadets, should, where possible, be accommodated in alternative accommodation to younger cadets. Where available, this may be in junior ranks accommodation, including transit accommodation.

### **Cadets with Specific Learning Difficulties, Disabilities and/or Chronic Conditions**

13. It is the policy of the RAFAC<sup>29</sup> to accept as cadets those with specific learning difficulties (see ACP 29 (A General Information and Support Guide to Specific Learning Difficulties)), disabilities and chronic conditions, within the bounds of safety to themselves and others. CFAVs are not able to provide special supervision of young people requiring constant care and, therefore, parents/carers will be responsible for providing additional carers if required.

14. Whilst encouraging the maximum participation possible of young people with special needs and chronic conditions in RAFAC activities, it is recognised that the acceptance of individual cadets must be at Sqn CO's discretion, depending upon the facilities and staff available in squadrons, as well as an individual applicant's particular needs or conditions. It is emphasised that the RAFAC has general legal liabilities under the headings of criminal law, duty of care (to CFAVs, cadets and the public), child protection and health and safety. However, the RAFAC has no legal liability or obligation to provide a particular level of support for a cadet with a specific learning difficulty, disability and/or chronic condition, other than in a health and safety/general duty of care context.

15. Before accepting such an applicant into a squadron, the CO is to:

- a. Establish with the applicant's parents/carers the boundaries of the applicant's involvement in RAFAC activities and their own involvement in the cadet's activities and ensure they understand both. Discussions of this nature with parents/carers need to be conducted sensitively and should ideally be conducted by the Sqn CO supported by a Wing Staff Officer (WSO) (or OC Wing in very difficult or sensitive cases).
- b. Obtain a written report (at the parents'/carers' expense where applicable) on the young person from the applicant's doctor stating clearly the limits to be placed on their activities and any special precautions to be taken.
- c. Consider whether or not a formal risk assessment is required by the Regional Health and Safety Adviser.
- d. Ensure that all appropriate persons in the squadron are made fully aware of the circumstances of, and any treatment prescribed for, any cadets with disabilities or chronic conditions, and actions to be taken in an emergency.

16. Before a cadet with specific learning difficulties, disabilities and/or chronic conditions attends any training course or activity away from their squadron, the Sqn CO is to establish that:

- a. The cadet is capable of meeting the requirements of the course or activity.
- b. The CFAV in charge of the course or activity is fully aware of the cadet's limitations or circumstances and any treatment prescribed and is happy to accept them.

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<sup>29</sup> In accordance with the Disability Discrimination Act 2005 (as amended by the Equality Act 2010).

If the Sqn CO (or subject matter expert) has doubts about the cadet's ability to undertake the course or activity, a medical report is to be obtained (at parents'/carers' expense if appropriate). The Sqn CO's (or subject matter expert's) decision is final.

### **Cadets who become pregnant**

17. Health and safety considerations are paramount when dealing with pregnant cadets. Therefore, in the interests of the mother-to-be and/or the unborn child, pregnant cadets will only be permitted to continue attending RAFAC activities as long as there is no risk to the health of either.

18. When pregnancy becomes known, the cadet must tell their Sqn CO. The Sqn CO will notify the RAFAC HS&E Adviser and arrange for a risk assessment to be created in accordance with JSP 375, Volume 2, Leaflet 36. These actions will determine if any additional measures are required to protect the pregnant cadet and/or the unborn child during RAFAC activities. In the interests of all concerned, these important control measures are likely to limit the activities in which a pregnant cadet may participate and must be implemented. A cadet may resume their full cadet membership at the end of the pregnancy, if they wish; however, if they return within 6 months or are breastfeeding, a further risk assessment will be required. Clearly, the situation will require to be monitored throughout and any changes of circumstance that may affect the risk assessment must be communicated to the RAFAC HS&E Adviser.

### **Promotions and Appointments**

19. **Promotion of cadet NCOs.** Sqn COs can promote cadets up to the rank of cadet FS. For promotion to cadet cpl, a cadet should ideally have attained Leading Cadet classification. For promotion to sgt a cadet should have at least 3 months experience as a cpl and have attained Senior Cadet classification. These classification attainments may be reduced by one stage by the Sqn CO in exceptional cases such as an urgent need to fill an establishment vacancy or a deserving high quality but slow learning cadet.

20. **Appointment of a Cadet Warrant Officer (CWO).** The Sqn CO is to initiate recommendations for promotion to the rank of CWO to Wing HQ in accordance with PI 503, using Pers Form 5-03. Cadets must be aged 17 years or over and appointments may only be made to fill establishment vacancies. On approval a Certificate of Appointment will be issued by the Rgnl Comdt.

- a. Over 18 RAFAC CWO will require DBS iaw Staff Cadet policy.
- b. Over 18 CCF (RAF) WO will only require DBS if participating in a Wing, Region or National activity where there is a reasonable expectation that an attending CCF(RAF) CWO will undertake regulated activity. In all other circumstances when involved in only contingent activities, a CCF RAF CWO does not require DBS.
- c. CWO will not be required to undertake AVIP.

### **General Instructions**

21. **Duty to report arrest, police/social services investigation, court proceedings or any other child protection concern.** Any cadet who is arrested, issued with a warrant for arrest, is under investigation by the police or social services or who is officially informed that a charge is to be preferred against them, is convicted of a criminal offence or receives a police caution, warning, reprimand or fixed penalty notice, or is the subject of any child protection concern (eg by a professional body, primary employer or educational establishment), is to report the circumstances to their Sqn CO at the earliest opportunity. Reports are to be passed, through the chain of command, to HQ RAFAC Safeguarding Team and such action may lead to suspension of the cadet from RAFAC activities and ultimately to dismissal for serious misconduct. Suspension in such circumstances is a neutral act, without prejudice, and is not an administrative nor disciplinary sanction nor an indication

of guilt, but ensures that no situation can arise that may cause further concern and allows a period of time where further information may be received and, if appropriate, to allow the statutory authority (typically the police or social services) to carry out their duties.

22. **Complaints.** Complaints, disagreements and disputes should be resolved informally at the lowest possible level if at all possible. A cadet who thinks themselves wronged may report the matter direct to the Sqn CO. If a cadet thinks they have been wronged by their Sqn CO the complaint may be reported to the OC Wg and, if still unhappy with the outcome, to the Rgnl Comdt. The Rgnl Comdt is the final arbiter on all grievances raised by cadets. See also PI 502, for breaches of any aspect of the RAFAC's Diversity and Inclusivity policy.

23. **Cadet freedom to speak out.** Any child protection concern can be an exception to the normal RAFAC requirement on other issues to follow the routine chain of command. Every member of the RAFAC is required by ACP 4 to report any suspicions or evidence of abuse or harm concerning a child whether it is within or outside the RAFAC and no-one should feel, or be made to feel, uncomfortable, bullied or intimidated by doing so or being coerced into not reporting them. Cadets should feel comfortable and free to report, at any time, any child protection concerns within or outside the RAFAC to any member of staff and all commanding officers are to endeavour to create a culture to ensure there is some means for cadets to do so. Cadets should know to whom they should report concerns and also what is likely to happen as a result – they must have confidence that they are being listened to. In addition to support within the sqn, contact details for the NSPCC ChildLine (0800-1111) (<http://www.childline.org.uk/pages/default.aspx>) are to be prominently displayed along with the RAFAC Cadet Confidentiality Poster.

24. **Membership of other organisations and cadet forces.** Cadets are permitted to be members of more than one organisation at the same time (eg ATC, ACF, SCC, RMC, CCF(A, RN, RM or RAF) or University Air Squadron). Cadets cannot be members of more than one ATC sqn at the same time. However, cadets can hold concurrent dual membership of an ATC Sqn and a CCF (RAF) section. Cadets may also serve in a supplementary capacity on a Voluntary Gliding Squadron (VGS) at the same time as being members of an ATC squadron or CCF contingent. Membership of more than one organisation is only allowed where the commanding officers of the units are aware, agree and that this is not at the expense of young people on a waiting list.

25. **Transfer from another cadet force.** Cadets may transfer to the ATC from another cadet force with the agreement of the appropriate Sqn CO. The Sqn CO is to assess the cadet's capabilities, taking into account age, bearing, experience and training in the other cadet force and judge at which stage of training it will be appropriate for the cadet to begin in the ATC. Cadets transferring from the CCF(RAF) should be transferred on Bader and given full credit for passing Part 1 (First Class) and/or Part 2 (Leading Cadet) qualifications. Wg HQ is to be notified of the details so that the requisite classification may be authorised.

26. **Transfer of cadets between air cadet units** A cadet is to be encouraged to transfer to another squadron (or to a CCF(RAF) Section) if there is any change of residence, school or employment or the squadron is disbanded. The cadet is also to be assisted if wishing to transfer for any other good reason. If a cadet is transferred to another unit, consent forms must be transferred to the new unit.

27. **Circumstances in which individuals cease to be cadet members of the ATC.** An individual will cease to be a cadet member of the ATC in any of the following circumstances:

- a. At their own request.
- b. On reaching the age of 20.
- c. When joining the Armed Forces, or their Reserves or Auxiliaries.



d. If they have not attended a parade for 2 months, unless there are extenuating circumstances, eg suspension without prejudice. (see para 26 below)

e. On being dismissed for serious misconduct. A Sqn CO or WExO may recommend the dismissal of a cadet for serious misconduct (using Pers Form 5-02). Recommendations for dismissal in respect of cadets under the age of 18 must include confirmation that the cadet's parents or carers have been informed in writing of the reasons for potential dismissal and given the opportunity to refute any allegations. A cadet aged 18 and over who is recommended for dismissal is to be given the opportunity to respond to the recommendation in writing before submission to the Rgnl Comdt. On such dismissals, the Record of Service book is to be withdrawn and forwarded to Wg HQ for retention. When a cadet is a member of both an ATC squadron and a VGS, all relevant information is to be shared with both units.

28. **Lord Lieutenant's cadets.** Cadets may be selected as Lord Lieutenant's Cadets under arrangements detailed by the area RFCA and the appropriate Rgnl Comdt but must be able to complete their term of appointment before reaching the age of 20.

29. **Attendance.** The RAFAC mandates that all Sqns are to offer its cadets a minimum 4 month leave of absence in the period immediately prior to GCSE and A-Level exams, during which time the cadet has to attend a minimum of one parade night per month.

## **Training**

30. **Ground training.** ATC ground training consists of a wide range of theoretical and practical activities which are to follow the authorised ATC Syllabus of Training laid down by HQ RAFAC in various ACTOs and is to be carried out in accordance with these orders.

31. **Flying training.** The general regulations governing the provision of flying for ATC cadets and cadets of RAF Sections of the CCF are to be found in ACTOs.

32. **The Duke of Edinburgh's Award.** The ATC is an Operating Authority of the Duke of Edinburgh's Award Scheme. Cadets are to be given every encouragement to participate.

## **Managing Cadet Exam Leave**

33. The GCSE and A-Level examinations are a critical step in a young person's education. Balancing the pressure of academic work with attendance at air cadets in the months that lead up to the GCSEs and A-Levels has been identified as one of the main reasons cadets leave at this point in their lives. Consequently, the RAFAC mandates that all Sqns are to offer its cadets a minimum 4 month leave of absence in the period immediately prior to GCSE and A-Level exams. If the cadet chooses to take this option they have to attend a minimum of one parade night per month. For the cadet this is an option they can choose or not. Cadets must inform Sqn COs of their intentions in advance.

34. This leave period is to in no way affect the cadet's opportunity to be both promoted and afforded other opportunities such as flying, gliding, shooting and camps. Acknowledging that Sqns vary in size and level of adult support, the RAFAC strongly recommends that, in addition, each OC considers adopting the following practices:

- a. Offer a managed leave of absence on a case by case basis, providing the mandated requirement detailed above is offered to the cadet.
- b. Offer 'Study Periods' at the cadet centre.
- c. Realign the training programme to de-conflict ATC academic subjects with the main exam months.

- d. Social night to congratulate cadets on completing their exams and to reintegrate them into the Sqn.
- e. Produce a return programme focused on leadership identifying courses now available to the cadet i.e. Gold DofE, MOI course, FA Course, Range Coaching Course etc.

Annexes:

- A. ATC Cadet Code of Conduct.
- B. A Guide to Commanding Officers on Managing Behaviour and Maintaining Discipline amongst Cadets.
- C. Template Suspension Letter for Cadets.
- D. Copy of the Staff Cadet Service Agreement (Pers Form 5-01A).

**Amendments to this Annex must be in conjunction with document on Cadet Portal**

## **RAFAC Cadet Code of Conduct**

*This Code of Conduct has been developed in conjunction with RAF Air Cadets (RAFAC) safeguarding, child protection and complaints policies and procedures. It should be read and used in conjunction with said RAFAC policies and procedures.*

### **Definition**

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1. For the purpose of this Code of Conduct, a RAFAC cadet is a person under 20 years of age involved in air cadet activities, whether or not a formally appointed member of the RAFAC (e.g. a junior cadet).

### **Introduction/Statement of Intent**

2. The RAFAC is committed to safeguarding all children and young people in its care. The aim of this Code of Conduct is to ensure that all cadets within the ATC are fully committed to making the RAFAC free from discrimination, violence, bullying, aggression, abusive behaviour and language and observing certain general principles of conduct when involved in air cadet activities. Parents/carers/guardians should note that the RAFAC does not act *in loco parentis* for cadets under the age of 18 and parental responsibility remains with cadets' parents, guardian or carers in accordance with Section 2 of the Children Act 1989 (England and Wales), Section 106 of the Children (Scotland) Act 1995 and Sections 5-7 of The Children (Northern Ireland) Order 1995. The only exception to this is in the event of a cadet requiring very urgent medical treatment, including any emergency operation, when parents, guardians or carers are unable to physically give consent and they have delegated this responsibility at Section 4 of RAF Form 3822 (Air Training Corps Consent Certificate) or on TG Forms 21, 22 and 23.

3. This Code of Conduct is aimed at all cadets within the RAFAC, in order to provide a clear understanding of the standard of behaviour expected of them during their involvement with the RAFAC. It will not only safeguard cadets but also Cadet Force Adult Volunteers (CFAVs) in a position of trust. Parents/carers of cadets under the age of 18 should also be invited to read this Code of Conduct so they are aware of the rules with which their child agrees to abide by when joining the ATC.

### **RAFAC Cadet Code of Conduct**

4. Upon becoming a member of RAFAC all cadets are committing themselves to following this Code of Conduct and **all cadets are required to:**

- a. Set an example they would wish others to follow and treat everyone with equal respect and dignity.
- b. Respect and be sensitive to individuals' beliefs, faiths and religions.
- c. Respect each other's rights to privacy.
- d. Not make fun of anyone else because of their colour, race, religion, abilities or disabilities.

- e. Keep others informed of where they are and what they are doing whilst engaged on RAFAC activities.
- f. Attend squadron parade nights at the specified times on a regular basis, unless leave of absence has been previously authorised by the Sqn CO.
- g. Not leave an air cadet activity without permission from an adult member of staff.
- h. Abide by all air cadet orders when undergoing air cadet activities.
- i. Work as part of a team.
- j. Listen to fellow cadets and adult members of staff.
- k. Report any concerns they have about the way a fellow cadet is being treated either during an air cadet activity or at home, to an appropriate adult member of staff.
- l. Show understanding and sensitivity to others.
- m. Any cadet who is arrested, issued with a warrant for arrest, is under investigation by the police or social services or who is officially informed that a charge is to be preferred against them, is convicted of a criminal offence or receives a police caution, warning, reprimand or fixed penalty notice, or is the subject of any child protection concern (eg by a professional body, primary employer or educational establishment), is to report the circumstances to their Sqn CO at the earliest opportunity.

5. During their time in the RAFAC, **cadets must never:**

- a. Bully fellow cadets or adult members of staff.
- b. Enter into a personal relationship with an adult member of staff or a Staff Cadet.<sup>30</sup>
- c. Permit or accept abusive or discriminatory behaviour or peer-led activities (eg initiation ceremonies, bullying, taunting or abusive/indecent/obscene text, emails and social networking forum postings). Although not exhaustive, examples of initiation ceremonies include: forcing an individual to partake in activities such as the consumption of alcohol, fighting and any other behaviour that can cause injury, pain, humiliation or embarrassment to those involved and damage the reputation of the RAFAC. Initiation ceremonies need not involve physical contact; they can also be verbal or psychological in nature).
- d. Engage in inappropriate behaviour or contact (eg physical, verbal, sexual, including horseplay).
- e. Allow or encourage other cadets to engage in inappropriate behaviour or contact.
- f. Use inappropriate, demeaning or foul language towards others, (verbal, in writing, by phone, texting, email or via social networking sites/forums).
- g. Make sexually suggestive comments (verbal, in writing, by phone, texting, e-mail or via social networking sites/forums).
- h. Consume alcohol or misuse drugs or other substances when undertaking RAFAC activities.

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<sup>30</sup> note the policy and procedures to be followed on pre-existing relationships is in Standard 5, ACP 4

- i. Attend any RAFAC building, establishment or activity whilst under the influence of alcohol, drugs or other substances.
  - j. Smoke in public whilst in uniform (includes e-cigarettes).
  - k. Undermine or criticise others (verbal, in writing, by phone, text message, e-mail or via social networking sites/forums).
  - l. Put themselves or others in compromising or potentially dangerous situations.
  - m. Promote their own religious or political ideals or beliefs to anyone.
  - n. Let allegations, suspicions or concerns about abuse go unreported.
  - o. Trivialise abuse.
6. In addition to the above, **cadets should be made aware of their responsibilities** if they wish to leave squadron premises or an RAFAC activity whilst it is still ongoing.
- a. Cadets must inform the Sqn CO or CFAV leader explaining why they wish to leave.
  - b. The Sqn CO or CFAV in charge of the activity should discuss with the cadet their reasons for wanting to leave to see if any issues need to be resolved/addressed.
  - c. If it is agreed that the cadet still wishes to leave the activity, and the cadet is under the age of 18, the Sqn CO or CFAV in charge of the activity should make contact with the parents/carers/guardians of the cadet to make arrangements for their journey home (ie the parent/carer/guardian to collect their child or obtain their permission for their child to make their own way home). Once a cadet has left the squadron premises or activity the RAFAC has no responsibility for the cadet's welfare, if these provisions have been met.
  - d. The Sqn CO or CFAV in charge of the activity should discuss with the parents/carers/guardians of a cadet under the age of 18 the reasons why their child wanted to leave the squadron premises or activity – to see if any issues need to be resolved/addressed and to discuss when the cadet will next attend the squadron.
  - e. Similarly, if a cadet under the age of 18 wishes to leave the RAFAC permanently the Sqn CO should contact parents/carers/guardians to discuss the reasons why they wish to leave and whether there is anything that can be done to encourage them to continue in the RAFAC.
  - f. If the cadet still wishes to leave the RAFAC permanently the Sqn CO should proceed with the termination of membership documentation.

### **Responsibilities of Parents/Guardians**

7. In addition to the responsibilities of cadets, **it is the responsibility of their parents/carers/guardians** to ensure that the CO of their child's squadron is informed of:
- a. Any special needs pertaining to their child.
  - b. Any medical condition pertaining to their child by completing the details on the medical declaration section of RAF Form 3822A (Air Training Corps Consent Certificate) or TG Forms 21, 22 and 23, and of any changes arising in the future.
  - c. Any medication their child may be taking – and to ensure that they have a supply if necessary.

d. How their child will travel to and from the squadron, ie will they deliver and collect their child from the squadron, or will their child make their own way to and from the squadron?

e. Any special care arrangements, ie if parents are separated who has permission to authorise their child's involvement in RAFAC activities? A court order may have to be produced (if necessary, specialist legal advice may be obtained through HQ RAFAC (SO2 People Ops)).

### **What happens if a cadet disregards the Code Of Conduct?**

8. Should a cadet disregard or contravene the Code of Conduct above, administrative procedures and sanctions/penalties for cadets will be initiated (see Annex B).

### **Complaints procedure**

9. If any cadet or their parents/carers/guardians has a complaint, they have a right to have it considered quickly and effectively, and to have any grievance resolved, if possible, at the earliest opportunity.

10. The following outlines the complaints procedure and how they are handled within the RAFAC.

a. If the complaint is about a matter within a local squadron, the Sqn CO should be contacted. The Sqn CO is responsible for all activities at the squadron and organised by the RAFAC and complaints should normally be directed to them in the first instance.

b. If parents/carers/guardians do not wish to discuss the matter with the Sqn CO; or if the CO cannot deal with their concerns; or if the complaint is more serious; or if it concerns general squadron management issues, then the relevant Wing Staff Officer (WSO) or OC Wing should be able to assist. Contact details for local management are available from the Wing Headquarters. Contact details for Wing Headquarters can be found on the RAFAC internet website: <http://www.raf.mod.uk/aircadets>

c. If the complaint concerns wider RAFAC matters than those of the local squadron, parents/carers/guardians should contact Wing Executive Officer.

d. The RAFAC expects everyone involved with the RAFAC to acknowledge receipt of any formal complaint within 5 working days and to aim to resolve all complaints within 30 working days. However, this may take longer depending on the nature of the complaint. If the timescale needs to be extended, parents/carers/guardians should expect to be kept informed of progress on a regular basis.

e. Complainants should understand that all those involved with the running of local squadrons are volunteers who undertake their air cadet roles in their spare time. Consequently, it may take time for them to give parents/carers/guardians a substantive reply to their concern or complaint.

f. A record of all complaints made at a squadron will be maintained by the Sqn CO along with the outcome. This record will be subject to audit on an annual basis by Wing inspecting staff.

g. If parents/carers/guardians of cadets have concerns about how the original complaint was handled, they should contact the Rgnl Comdt who is the final arbiter with regard to cadet complaints.

## **Anonymous Complaints and Allegations**

11. Those wishing to make a complaint or allegation should identify themselves when doing so. Concerns raised anonymously are far less likely to lead to effective consideration of a complaint because they limit the opportunities to check or clarify the information on which the complaint is based. For safeguarding concerns, the HQ RAFAC Safeguarding Team take seriously all suspected safeguarding breaches, and where possible will always investigate, regardless of when the alleged incident took place. This includes where allegations, disclosures and/or concerns have been shared anonymously. Whilst raising a concern anonymously may make it more difficult to deal with, this should not prohibit individuals from sharing information where there are safeguarding concerns but are uncomfortable giving personal details for whatever reason. More information on reporting safeguarding concerns is in Standard 6, ACP4.( Refer to IBNXXX/2024)

## **Personnel Instruction No 503**

### **Appointment of Cadet Warrant Officers (CWOs)**

#### **References:**

- A. ACP 19 Chapter 2.

#### **Introduction**

1. This instruction amplifies References A and provides information on the appointment of Cadet Warrant Officers (CWOs) is issued for the guidance and compliance of all concerned.

#### **Appointments**

2. Recommendations for the appointment of CWOs will be initiated by the Squadron Commanding Officer (Sqn CO). Minimum age is 18 years and all appointments will cease on the 20th birthday.
3. Recommendations are to be made on the application form (Pers Form 5-03); once complete Sqn COs are to pass it to Wing HQ for action. If the appointment is agreed by the OC Wing, Wing HQs are to formalise the appointment on Bader SMS and inform their respective Rgnl HQs accordingly.
4. A Certificate of Appointment signed by the Rgnl Comdt will be produced and sent to the Wing HQ for presentation to the individual. The date of appointment is the date approved by the Wing Headquarters or the date the cadet reaches the age of 18, whichever is the later.

#### **Termination of appointment on disciplinary or administrative grounds**

5. Where a Sqn CO wishes to terminate a CWO's appointment on disciplinary or administrative grounds, a case is to be submitted in writing through OC Wing to the Rgnl Cmdt in accordance with PI 501. Pending a decision, the CWO is to be suspended from all RAFAC activities.

#### **Cadet Force Medal**

6. In accordance with JSP 814, cadet service over 18 years may be used as qualifying uniformed service for the award of the Cadet Forces Medal as long as all other qualifying criteria are met. Proof of this service must be provided with any CFM application eg. SMS printout, Certificate of Appointment.



## **Personnel Instruction No 504**

### **Appointment of Flight Staff Cadets to Air Experience Flights**

1. Cadets of the ATC and CCF(RAF) may be used at Air Experience Flights (AEFs) for strapping other cadets into aircraft under the supervision of the pilot. Consistent with flight safety regulations and requirements OCs AEFs may employ them on other useful work connected with the cadet flying programme. They are to be known as AEF Flight Staff Cadets (FSCs). AEF FSCs may continue in these appointments in accordance with the age and rank regulations governing cadet service.
2. The number of such FSC cadets employed at each AEF is not to exceed 2 per established aircraft. Throughout their period of appointment they are to remain on the strength of their ATC Squadron or CCF (RAF) Section.
3. To be eligible for appointment a cadet is to meet the following requirements:
  - a. Hold the classification of master cadet at their ATC Sqn, or be a senior cadet in the CCF (RAF), having passed CCF (RAF) Advanced Training.
  - b. Hold minimum rank cadet cpl.
  - c. ATC cadets must have the consent of their Sqn CO and OC Wg and be considered suitable and competent by the AEF Cdr.
  - d. CCF(RAF) cadets must have the consent of their Section and Contingent Commander and be considered suitable and competent by the OC AEF.
  - e. Be in possession of a current criminal records check clearance to enhanced level if 18 years or older.
4. Nominations are to be made using Pers Form 5-04. After approval, the FSC is to be given a copy of the form. A further copy is to be held by OC AEF. Suitability as a FSC is to be confirmed annually, using the renewal certificate on the reverse of the application form.
5. ATC Sqn Cdrs and CCF(RAF) Section Cdrs are to note that air cadet service as an AEF FSC should be taken into account if the cadet applies to join the RAF, especially as aircrew. For this purpose, Sqn COs should invite OCs AEFs to record FSC's achievements and flying ability in a suitable letter for presentation to the RAF recruiting and selection authority.

### **Termination of Appointment**

6. Once appointed to an AEF, a FSCs attachment normally can only be terminated by the OC AEF or by the cadet. Exceptionally, a Wing HQ wishing to terminate a FSC's appointment is to refer the matter to the Rgnl Comdt or, in the case of a CCF cadet, the CCF Contingent Cdr who is to refer the matter direct to HQ RAFAC (SO3 People Ops). When a FSC leaves the ATC or CCF (RAF) Section, their appointment with the AEF automatically terminates. Ex-FSCs are not to fly with an AEF unless they have been re-appointed as a cadet force adult volunteer (CFAV) in accordance with current regulations. Wg HQs are to inform the AEF accordingly of any such termination.

## Personnel Instruction No 505

### Appointment of Flight Staff Cadets to Volunteer Gliding Squadrons

#### Introduction

1. At the discretion of the Officer Commanding (OC) of a Volunteer Gliding Squadron (OC VGS), selected ATC and CCF (RAF) cadets may be nominated for appointment to the VGS as a Flight Staff Cadet (FSC). Details of eligibility, appointment, duties and termination of appointment are given below.

#### Eligibility

2. To be eligible for appointment as a FSC a cadet is to:
  - a. Hold the classification of senior cadet at their ATC Sqn, or be a senior cadet in the CCF (RAF) (have passed CCF/RAF proficiency Part 3 exam). In normal circumstances the cadet should have reached the rank of cpl. In exceptional circumstances, and where the OC Sqn or CCF (RAF) Section Cdr is able to certify that the individual has the required NCO qualities, cadets below the rank of cpl will be considered.
  - b. Have successfully demonstrated to OC VGS the aptitude and desire for further gliding training to instructor standard.
  - c. Have consent of their OC Sqn and by Wing HQ or, if a CCF (RAF) Section cadet, by their CCF Section Cdr and Contingent Cdr.
  - d. Satisfy the medical requirements iaw Annex A to ACTO 32.
  - e. Be a minimum of 16 years old at the time of appointment.
  - f. As there is a reasonable expectation that FSC will undertake regulated activity, all FSC, irrespective of their age, will require DBS. This is to include CCF(RAF) cadets fulfilling roles on an AEF or VGS.

#### Appointment procedure

3. Application is made using Pers Form 5-05.

#### Duties

4. VGS requirements are normally to take precedence over Sqn/Contingent duties except where FSCs are required for attendance at ATC/CCF annual camps and other major scheduled events. In such circumstances, the OC of the cadet's Sqn/Contingent is to give the OC VGS adequate warning.
5. **FSCs aged over 18 yrs.** FSCs from age 18 remain as FSCs until their 20<sup>th</sup> birthday and may fly with and instruct other cadets (other than siblings).

#### Termination of Appointment

6. Once appointed to a VGS, a FSC's attachment normally can only be terminated by the OC VGS or by the cadet. Exceptionally, a Wing HQ wishing to terminate a FSC's appointment is to refer the matter to the Rgnl Comdt or, in the case of a CCF cadet, the CCF Contingent Cdr who is to refer the matter direct to HQ RAFAC (SO3 People Ops). When a FSC leaves the ATC or CCF (RAF) Section, their appointment with the VGS automatically terminates. Ex-FSCs are not to fly with a VGS unless they have been re-appointed as a cadet force adult volunteer (CFAV) in accordance with current regulations. Wg HQs are to inform the VGS accordingly of any such termination.

## Chapter 6 – Service Instructors

### Personnel Instruction No 601

#### Appointment of Service Instructors

##### References:

- A. GAI 1026 – RAF Support to the Air Cadet Organisation.
- B. JSP 814
- C. AP 1919.
- D. ACP 4.
- E. ACP 1.
- F. AP 1358 – Uniform, Dress and Appearance Regulations for the RAF.
- G. ACP25

##### Introduction

1. The RAF policy whereby Regular and Reserve RAF personnel are permitted to assist RAF Air Cadet (RAFAC) units with training programmes, affiliation visits, competitions, sports events and camps is published in Reference A. These individuals are known as “Service Instructors” (SIs) *(also known as “Service Helpers” iaw Reference B).*

##### Eligibility for Appointment

- 2. **Minimum age.** The minimum age for appointment as a SI is normally 20 years; however, individuals aged 18 or over may be appointed, exceptionally, at the discretion of the Rgnl Comdt or OC 2FTS.
- 3. **Members of other Services.** Members of other Regular and Reserve forces are eligible for appointment as SIs in accordance with the provisions of this instruction. However, as Reference A is only applicable to Regular and Reserve members of the RAF, members of the Royal Navy, Royal Marines, Army and their Reserves may not be eligible to claim allowances for their RAFAC duties.
- 4. **Cadet members of university cadet units.** Cadet members of a University Royal Naval Unit (URNU), University Officers’ Training Corps (UOTC), and University Air Squadrons (UAS) are specifically excluded from being appointed as SIs to ATC Sqns or CCF(RAF) Sections. They may continue as Staff Cadets on their ATC squadron until their 20<sup>th</sup> birthday, when they can apply for Cadet Force Adult Volunteer (CFAV) service. However, members of university cadet units may be appointed as SIs to VGS and/or AGS to undertake duties commensurate with their skills, experience and training. In accordance with GASO 2101(1) Para 10, UAS members who are members of a VGS and continue to fly VGS gliders will be restricted to flying on the Tutor as passengers on AEF sorties only; they should not undergo the UAS Syallbus of Flying Training. A UAS (former or current) student who wishes to gain a specific commission with the RAFAC will need to attend and successfully pass the Rgn Board (unless they were granted a full bursary) and complete the CIC at the RAFAC CLS.
- 5. **Approval by applicant’s line manager.** In order for SIs to be considered to be on duty, they must seek the approval of their Flight Commander to assist with RAFAC activities. Duty status for gliding instructors on VGSs is outlined in Reference C, paragraph 208. Feedback may also be given by local RAFAC management to the SI’s line manager as a contribution to annual appraisal reports.

##### Appointment process

- 6. **Application.** Applicants for appointment as SIs are to be issued with the following documents by the OC of the relevant ATC Sqn, CCF(RAF) Section, VGS when applicants express an interest in joining the RAFAC:
  - a. A copy of this PI.

- b. Pers Form 6-01 (Application to be a Service Instructor with the RAFAC).
- c. RAFAC ACP 4 Safeguarding and Protecting Children (available via Bader).
- d. ACP 1 (Ethos and Core Values of the RAFAC) (*available via Bader*)

Applicants are to complete Pers Form 6-01, Parts 1, 2 and 3; Part 4 is to be completed by the applicant's Service flight commander. The OC of the ATC sqn, CCF(RAF) Section, VGS is to check and verify the application, complete Part 5 and pass it up their chain of command for the appropriate completion of Part 6. The original completed application form is to be retained at Wg HQ/CCF(RAF) Section/VGS and, as applicable, a copy is to be sent to the Rgnl Comdt, 2 FTS for VGS personnel.

7. **Criminal records checks.** Wg HQ, CCF (RAF) Section Commanders, OC VGSs are responsible for verifying and processing criminal records check applications for SIs. In England, Wales and Northern Ireland, applications are to be sent to the Employment Assurance (Disclosures) Section (EA(D)S) at Cheadle Hulme. WExOs in Scotland are to process criminal records applications through the Protecting Vulnerable Groups Scheme (PVG) in the normal way. If they are not a designated Lead Signatory in their own right, CCF(RAF) Section Commanders, OCs VGSs in Scotland are to submit applications for criminal records checks to their nearest RAFAC Lead Signatory (normally a local WExO). Pers Form 6-01 is to be held until confirmation of criminal records check clearance is received by Wg HQ, CCF(RAF) Section Commanders, OC VGS. Potential SIs are not to participate in any RAFAC activities until confirmation of their clearance and suitability to work with children has been received. Any Amber disclosures are to be submitted to HQ RAFAC for DCOS Support approval. In accordance with the provisions of Reference D, Chapter 7, SIs who are absent from RAFAC activities for 6 months or more (except when unavoidably absent due to operational or other Service commitments) will require a new criminal records check to be carried out before being permitted unsupervised access to cadets under the age of 18.

8. **Appointment.** On receipt of a completed application form and confirmation of criminal records check the appointment details are to be recorded on Bader SMS and their attendance is to be monitored.

9. **Training.** As an introduction to the RAFAC, including their duty of care responsibilities towards children, child protection guidelines and the ethos, core values and standards expected in the RAFAC (Reference E), all SIs must complete the Adult Volunteer Induction Package (AVIP), delivered at local level, before they are permitted to have unsupervised access to cadets.

10. **Dress.** Except where a specific order of dress has been prescribed, SIs are to wear No 2 Service Working Dress in accordance with the provisions of Reference F, or equivalent for other Regular or Reserve forces.

## Responsibilities of SIs

11. **Acquaintance with regulations and conditions of appointment.** SIs are to acquaint themselves with RAFAC regulations (particularly the provisions of References D and E) and the conditions of appointment set out in this instruction. They are to obey such orders as may be issued to them in accordance with these regulations and instructions.

12. **Child protection policy.** It is the primary responsibility of all RAFAC adult members of staff (including SIs) to safeguard the moral, psychological, and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background, by protecting them from any form of physical, emotional and sexual abuse, or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC child protection policy is detailed and amplified in Reference D. Personal relationships between RAFAC adult members of staff (including SIs) and cadets of any age are contrary to the provisions of References D and E and are, therefore, forbidden. The

exception is in the case of declared pre-existing relationships as detailed in the policy and direction for pre-existing relationships in ACP4, Standard 5.

13. **Discipline.** SIs are to afford the utmost aid and support to their RAFAC commanding officer and it is their duty to notice, suppress and instantly report any negligence or impropriety of conduct on the part of a member of staff and/or cadets, whether or not the offenders belong to their unit. Align with Reference G.

14. **Criticism of superiors.** SIs are to refrain from making remarks or passing criticisms on the conduct or orders of their superiors, which may tend to bring them into contempt, and are to avoid saying or doing anything which, if seen or heard by, or reported to, other members might discourage them or render them dissatisfied with the unit on which they may be serving. This includes posting remarks on social networking sites and internet forums.

15. **Notification of absence on duty.** SIs who are scheduled to be absent from the RAFAC due to operational or other Service commitments are to inform their RAFAC commanding officer (ATC Sqn COs are to report such absences to Wg HQ).

16. **Duty to report police investigations, court proceedings, disciplinary hearings, etc.** A SI who is officially informed that a charge is to be preferred against them by the civil or Service authorities, or receives a police caution, warning, reprimand, fixed penalty notice, anti-social behaviour order or has been ordered to register as a sex offender, is to report the circumstances to the RAFAC chain of command without delay. Furthermore, if a SI is the subject of a safeguarding/child protection social services enquiry or disciplinary hearing by their parent Service, where there are any child protection implications or where there may be press interest, they are to report the matter to HQ RAFAC Safeguarding, through the RAFAC chain of command.

17. **Suspension from RAFAC activities.** Refer to ACP 25.

### **Transfer to Another RAFAC Unit**

18. If a SI wishes to transfer to another RAFAC unit they will not be required to reapply; however, if they are formally reassigned to another Regular or Reserve Service unit involving a geographical move, they should obtain their new line manager's approval to continue assisting the RAFAC. The OC of the losing RAFAC unit is responsible for informing the losing and gaining Wg HQ/CCF(RAF) Section/VGS in writing of the new unit and date of transfer.

### **Relinquishment and Termination of Service**

19. **Relinquishment.** Relinquishment is the normal means by which an SI leaves their RAFAC appointment and will occur in the following circumstances:

- a. At own request (resignation).
- b. On leaving the Regular or Reserve forces, either at their own request or at the end of their current service (as a civilian, they may then apply to join the RAFAC as a CFAV).
- c. When reassigned to another Regular or Reserve Service unit, and the SI is not able to continue to assist the RAFAC at the new unit.
- d. If it proves impossible to re-locate a SI following the closure of an RAFAC unit.

20. **Cancellation of RAFAC Appointment.** Cancellation of RAFAC appointment may be required if it is decided that the individual is not considered suitable to work in the RAFAC (eg. following a civil or Service conviction<sup>31</sup> or other misconduct/inappropriate behaviour). Further guidance on the process to be followed

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<sup>31</sup> This may also be appropriate, when the civilian police decide not to take any further action against an SI, but as a result of the SI's actions there remain concerns, on the balance of probabilities, that the individual presents a safeguarding risk or is unsuitable for RAFAC duties.

is at Reference G. If cancellation is being considered, then this information will be shared by DCOS Spt with the OC BSW or equivalent at the SI's Regular or Reserve parent unit.

**Only the key principles of the business as usual recruitment policy outlined below will be applied until the completion of the HQ led Review of Established Volunteer Positions at Wing, Regional and National level. This is to enable transformation to be delivered at pace.**

## **Chapter 7 – Established Adult Volunteer Positions**

### **Personnel Instruction No 701**

#### **Recruitment, Appointment and Administrative Support of Established Adult Volunteer Positions**

1. Where there is an identified Organisational need, adult volunteer positions are established at Wing, Region or National level in accordance with ACP 19, Chapter 3 and 4. This instruction provides amplifying details on the processes by which individuals should be recruited, appointed and administratively supported when in an Established Adult Volunteer Position.

#### **Recruitment**

2. Established adult volunteer positions are to be advertised, via BADER SharePoint, for a minimum period of 4 weeks with adverts clearly articulating the roles and responsibilities of the position and essential and desirable skills required. Following advertisements, applications are to be sifted and suitable applicants invited to interview.

3. To ensure a fair and unbiased interview process, in addition to the position sponsor, interview panels should include an independent member and wherever possible, a volunteer already occupying an established adult volunteer position. Whenever possible, interview panels should be gender balanced.

4. By exception, Comdt RAFAC is to be electronically advised of all appointment into OC Wing positions, to permit the Comd to send, should they wish, a congratulatory email.

5. In order to ensure open and fair appointments, all CFAV aspiring to Sqn Cdr or Staff Officer roles are to be encouraged to make their aspirations known to their OC Wg, Rgnl Comdt, Area Test Officer or HQ RAFAC HOB so they can be considered in competition with those already identified as having potential for the role. A simple record of action is to be made after each appointment to state why the individual was chosen, and why other candidates were not selected at this stage so that an audit trail of the decision-making is available in the event of appeals or complaints. It is good management practice to advise an aspiring candidate of their reasons for non-selection at that stage so that they can address any identified training or experience shortfalls, to better prepare them for future appointment opportunities.

#### **Appointment & Administrative Support**

6. Once selected the position sponsor is to complete and submit the necessary role appointment on BADER to ensure their primary appointment into the established adult volunteer role, as per the [Role Appointment Digital How to Guide](#).

7. In recognition of the geographic spread of volunteers filling established volunteer positions at the national level, administrative support for such volunteers is provided through a Wg or Region of their choice. To facilitate this, volunteers primarily appointed into established national positions are required

to approach the appropriate Wg or Regional HQ to ensure that a secondary, supernumerary role appointment is completed and submitted on BADER<sup>32</sup>.

8. Volunteers are to be appointed into established volunteer positions at Wg, Region or National level for a 4-year period. Extensions beyond this initial 4-year period, may be exceptionally approved by the OF5 with the support of the position sponsor, up to a maximum of 8 years.

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<sup>39</sup> Appointments of this nature should be made into National Volunteer Supernumerary Administrative Positions on BADER.